



## FINANCIAL SYSTEM COORDINATOR

Classification: Professional-Technical Level 5

Location: District Office

Report to: Accounting Director

FLSA: Exempt (Professional)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as the district's needs and job requirements evolve.

### **Part I: Position Summary**

Position has responsibility for analyzing and interpreting accounting guidance using governmental accounting principles under generally accepted accounting procedures (GAAP) and the responsibility for administering the financial processes and applications to lead the effective and efficient operation of the District's financial systems, including support for developing processes and system solution efficiencies, providing expertise in best practices, and providing documentation and training related to the financial systems.

### **Part II: Supervision and Controls over the Work**

Works under the general supervision of the administrator responsible for the financial accounting program. Work is controlled by state and federal accounting requirements and procedures, as well as by generally accepted accounting principles (GAAP). Employee is expected to administer, process, and analyze accounting transactions, prepare periodic financial reports, and serve as support for financial information systems. Work is evaluated based on overall performance, reliability, timeliness, and program efficiency and effectiveness. Work is reviewed for its overall effectiveness, reliability, and ability to meet goals and expectations.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Performs activities involved in the maintenance and control of the general ledger. Reviews and/or initiates journal entries; monitors posted financial data; prepares financial analyses and reconciliations; researches and reviews transactions and advises departments on proper accounting and account code treatment. Reconciles financial records with the County Treasurer and the bank. Prepares periodic and annual financial statements. Oversees the annual closing of accounting records.
2. Provides leadership, training, and direction for the accounting, cash receipting, accounts payable, and accounts receivable functions of the district, reviewing the work of support staff for accuracy and timeliness.

3. Assists in annual audit and financial statement preparation, including supporting analyses and schedules. Assists auditors by researching issues, creating reports, and responding to audit findings.
4. Oversees revenue recognition protocols, ASB, and charitable items; coordinates related trainings with administrators and office professionals.
5. Monitors, manages, trains, and establishes procedures for local revenues, including cash handling, cash transport, cash wires, and ACH programs. Performs periodic audits of district cash handling activities.
6. Ensures that accurate accounting records are maintained for fixed assets to ensure accuracy of the general ledger and audit compliance.
7. Assumes lead role and subject matter expert for a mission-critical application (essentially BusinessPlus) and communicates effectively with other technical staff and district-level end users. Determines and meets deadlines for the implementation of project timelines.
8. Provides user support to finance staff when difficulties are encountered. Investigates and resolves application and functionality-related issues and provides first-level support and troubleshooting of the district's fiscal application systems. Troubleshoot technical issues and identify modifications needed in existing applications to meet changing user requirements. Coordinates with third-party application development and programming consultants and inter-IT operation support when necessary. Advises users in the effective use of applications and systems.
9. Manages enterprise systems, complex reporting, and analytics development for regulatory reporting compliance, district operations, and strategic planning. Generates reports as required for operational and planning purposes. Manages ongoing system reporting requirements consistent with state and local reports.
10. Manages the creation of the system design and functional specifications for all new finance development projects. Identifies areas for improvement based on analysis and leads process redesign implementations to improve operational efficiency for internal and external stakeholders. Produces support documentation for new and existing applications, as necessary.
11. Develops and maintains best practices, policies, and procedures for fiscal system management. Maintains substantive knowledge of the budgetary system design to include data elements and relationships; data dictionary, data input, importing, and reporting; data validation and quality control procedures; and interrelationship with other district systems.
12. Provides technical and analytical expertise to technical and non-technical users with data processing, recommending solutions incorporating the use of system software, developing custom reports, and conducting special projects as requested.
13. Conducts system and data audits and reports to validate transactions and system reliability.

14. Communicates effectively with customers at all levels (management, clerical support, regulatory officials, and component district personnel) to clearly ascertain the concerns raised and respond courteously, promptly, and accurately.
15. Interprets state statutes and policies relating to school district fiscal operations. Maintains current knowledge of rules, regulations, legislation, technology, and procedures governing school district accounting; develops and recommends new procedures; learns new skills as required.

Perform other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities. Or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in accounting, finance, financial database management, or a business-related field. Additional experience may be substituted for education on a year-for-year basis.
3. Three or more years of experience working in a business-related field within a large or complex organization.
4. Ability to understand advanced accounting principles, concepts, and methodologies; to think critically; to research and analyze complex accounting and regulatory guidance.
5. Ability to effectively manage financial management/accounting systems, data systems administration, and data integration development with demonstrated strong analytical skills and in-depth knowledge of economic and database system best practices.
6. Ability to work and learn both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
7. Strong oral, written, and interpersonal communication skills, to include skills in developing and presenting training materials and information.
8. Specific experience managing data extracts and imports between database platforms.
9. Knowledge and skill in the effective use and application of technology and database systems, as well as office and administrative systems and tools.
10. Ability to multi-task, prioritize, and effectively manage frequent interruptions, fielding a wide breadth of questions and tasks.
11. Knowledge and understanding of database tools and concepts, and data warehouse data modeling methodologies.
12. Strong mathematical, analytical, and project management skills.



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### **Part V: Desired Qualifications**

1. Professional experience in public education.
2. Information Systems Audit experience or CPA designation.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear, and speak.

Employee is required to perform extensive work at a computer display terminal for extended periods. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.