

TITLE: COORDINATOR of Finance FLSA: Exempt

QUALIFICATIONS:

1. Bachelor's or master's degree with a major in accounting or business administration, and/or a certified public accounting certificate.
2. Minimum of three (3) years school finance experience.
3. Demonstrated use of computer technology for financial accounting and analysis.
4. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

REPORT TO: Senior Director of Business & Institutional Services

JOB GOAL: To provide leadership in the administration of the financial affairs of the district in such a manner as to ensure the best possible educational services with available financial resources.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. Coordinate the receipt and expenditures of school district funds.
- * 2. Coordinate the preparation and implementation of the district budget.
- * 3. Provide monthly accounting of all income and expenditures to the Board.
- * 4. Coordinate all Financial Statements and Cost Report.
- * 5. Responsible for all bank accounts maintained by the Board.
- * 6. Maintain a continuous internal auditing program for all school funds.
- * 7. Prepare reports to the proper staff officials concerning the status of their budgetary accounts.
- * 8. Responsible for the annual Internal Accounts audit of the schools.
- * 9. Approve all vouchers, including travel, authorizing the expenditures of monies.
- * 10. Assist with the Risk Management Program for the district.
- * 11. Coordinate the management of district funds to include investments and loans.
- * 12. Coordinate payroll processing and reporting.
- * 13. Coordinate the property inventory and control of the district.
- * 14. Coordinate the Purchasing Program for the District.
- * 15. Coordinate FTE projections, reporting, and accountability.
- * 16. Participates in the development and implementation of the District Strategic Plan.
- * 17. Assist in the development of long-range plans impacting financial matters.
- * 18. Ensure the Senior Director of Business & Institutional Services is kept informed of all matters relating to the functions of the department.
- * 19. Coordinate assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- * 20. Work Shelters.
- * 21. Maintain a close working relationship with school based and district level administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- 22. Perform such other duties as may be assigned by the Superintendent or super visor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation schedule. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.