

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

ACCOUNTING COORDINATOR

BRIEF DESCRIPTION:

Under the general guidance of the Assistant Superintendent, Business Services, the Accounting Coordinator works independently under limited supervision to perform difficult and complex accounting, auditing and technical work for the district including preparing, monitoring, reconciling and maintaining fiscal records. This is a designated supervisory position responsible for the performance and work activities of assigned accounting personnel.

ESSENTIAL FUNCTIONS:

- Coordinate annual budget development under the guidance of the Assistant Superintendent, Business Services.
- Calculate and projects base revenue limits, estimated income and expenditures for all funds.
- Monitors and analyzes budget income, encumbrances, and expenditures to insure that expenditures are equal to budget allocations.
- Monitors and approves budget override.
- Review purchase requests and inventory reports.
- Prepares and/or monitors preparation of budget resolutions and other financial transfers.
- Prepare periodic budget reports and reviews expenditures to assure correct coding and other fiscal procedures.
- Develops, compiles, and edits a variety of fiscal reports for County, State and Federal agencies.
- Prepare and analyze cash flow reports.
- Conducts research and prepares special studies as requested.
- Coordinates major functions of Accounts Payable, Accounts Receivable, Attendance, Categorical, Payroll and Facilities accounting, including, but not limited to state reporting requirements.
- Analyze financial accounting data and make appropriate decisions and/or recommendations.
- Prepares, monitors and clears accruals.
- Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information to provide technical expertise and direction regarding accounting issues and discrepancies.

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- Prepare, review or correct school, department and county initiated budget and expenditure transfers to verify account numbers, availability of funds and related information.
- Oversight and monitoring for the preparation of 1099's and use tax reporting.
- Assists with GASB 34 inventory and capitalization requirements and reporting.
- Prepares financial statements insuring proper financial controls and practices are in compliance with accepted auditing and accounting principals.
- Exercises considerable independent judgment and has accountability over assigned accounts
- Monitors and audits requisitions and purchase orders for proper accounting codes.
- Evaluates financial condition of assigned programs including categorical programs.
- Participates in internal and external audits as required.
- Assists in development and implementation of new or revised procedures and forms to assure efficiency and compliance with district policies and applicable accounting/governmental regulations.
- Designs, recommends or implements changes in accounting, record keeping and budget procedures and improvements.
- Assists in the selection and training of new employees in the clerical and accounting areas for the purpose of staffing and staff development.
- Schedules, prepares and assists in the presentation of workshops and training for the purpose of providing in-services for district personnel and staff.
- Supervises and evaluates the clerical and technical support staff assigned to business services.
- Attends and participates in Governing Board, Budget Advisory and other meetings as required or requested.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic operational framework of policies and procedures.
- Responsible for central budgeting, accounting and other related fiscal activities on a district-wide basis.

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- Considerable knowledge of accounts payable, accounts receivable, attendance, categorical, facilities and food service accounting including general financial practices and procedures as it relates to and impacts the job responsibilities of the Coordinator of Accounting in the coordination of personnel assigned to these functions.
- Knowledge and ability to perform complex statistical and arithmetic calculations; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions.
- Specific knowledge required to perform the functions of the job include: considerable knowledge of the purposes, methods, and practices of technical financial record keeping work; excellent knowledge account classification and accounting entries (SACS knowledge highly desired); practical knowledge of personal computer applications (MS Excel, Power Point and Word knowledge required).
- Knowledge of correct English grammar, spelling vocabulary and accounting terminology.
- Basic and advanced accounting principles applicable to public school districts.
- Knowledge of State education code and generally accepted accounting principles
- Communicate effectively, both orally and in writing.
- Maintain positive and productive working relationships with those contacted in the performance of duties.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines put in place by the state, county office or the district
- Plan and organize work for self and others.
- Perform multiple technical tasks with frequent need to upgrade skills due to changing job conditions and requirements.
- Prepare complex financial reports
- Establish and maintain effective and cooperative relationships with staff, parents and community.

EXPERIENCE AND EDUCATION:

Education:

Bachelor's degree from an accredited college/university in Business Administration, Public Administration or related field.

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Experience:

Three years of documented supervisory/management experience in the monitoring and operations of a school district budget; including preparation fund accounting and monitoring of annual district budget.

ADA Specifications:

Requires: ability to function indoors in an office environment engaged in work of primarily a sedentary nature; ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations; ability to use near vision to read printed materials; auditory ability to carry on conversations in person and over the phone; ability to retrieve work materials from overhead, waist, and ground level files; manual and finger dexterity to write, use a pointing device, keyboard, and 10-key pad at an acceptable rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Classified Management Position

Salary Schedule #201: Row 3