



ACCOUNTING SYSTEM SPECIALIST

(School Business)

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Business Services, the position is responsible for coordinating and maintaining the automated school activity fund accounting system, School Funds Online (SFO), online payments software, and software for Adult Learning Center's student registration and financial system. This position will also serve as the lead in providing guidance and direction across all areas of school business.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

System Responsibilities

- Act as the primary point of contact for telephone software support (helpdesk), maintenance and software upgrades.
- Act as the liaison between the Office of Business Services and the Department of Technology to resolve technical issues associated with the school accounting software.
- Train and assist staff on school accounting software and other processes related to the financial management of individual schools.
- Troubleshoot and test all aspects of the accounting software system to ensure uninterrupted service to schools.
- Perform program testing, training, and processing updates and system enhancements as required.
- Add, remove, and change software user information as required.
- Develop and run system custom reports.
- Monitor school vendors in SFO.
- Research and test new technologies, equipment, and existing processes; make recommendations as appropriate for system enhancements.
- Develop and maintain printed procedures for school activity fund financial operations.

School Business Responsibilities

- Provide recommendations and resources to principals, bookkeepers, and school administrative associates on financial management.
- Monitor and analyze school financial data and draw account activity, including chart of accounts.
- Coordinate and develop training on all aspects of school activity fund financial management.
- Review financial reports for compliance with applicable policies and procedures.
- Identify and provide guidance in resolving financial issues.
- Act as liaison between the Office of Business Services and other central office departments as it relates to financial management.
- Review and analyze individual school budget transfer requests.
- Administer school fiscal year end close out process.
- Identify inefficiencies, develop improvements and solutions for outdated procedures.
- Coordinate fee reporting between schools and the City Treasurer.
- Coordinate submission of school activity fund Unclaimed Property and 1099 preparation.
- Review and recommend revisions to the Business Manual.
- Monitor and update School Business webpage.



- Assist Internal Audit and Accountants with data requests.
- Coordinate bookkeeper advisory board meetings, quarterly meetings, and facilitate for targeted groups, as needed.
- Attend advanced training and incorporate new processes.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of business policies and procedures, and a general knowledge of the principles governing school financial practices and procedures, and school financial operations. Must have the ability to respond promptly to requests and provide information, assistance, training, materials and resources, as needed; ability to plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records. Must have the ability to communicate effectively both orally and in writing, including developing and executing oral presentations for small and large groups. Must be able to work independently and as part of a team. Must have excellent computer skills, including the ability to test and troubleshoot software.

EDUCATION AND EXPERIENCE

Required:

Bachelor’s Degree in business or information systems or related area.

Experience in an office environment in software support, troubleshooting, and training others to use an accounting system software.

Considerable experience working in the field of accounting or bookkeeping.

Experience managing computer software in a school environment.

Preferred:

Two (2) years of experience with software installation, training, and customer support programs.

Training in a variety of applications software, network software, and troubleshooting of network software and hardware problems.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, standing, grasping, fingering, repetitive motion, reaching, and driving. Occasional walking, bending, and stooping. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 1/20, 7/20
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