



COORDINATOR, ACCOUNTING

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Business Services, the position is responsible for supervising, controlling, and coordinating the centralized accounting function of the School Division. In addition, the position is responsible for assisting the Director in the financial administration and activities of the Office of Business Services in accordance with the School Board, City, Commonwealth of Virginia, Federal policies and regulations, Generally Accepted Accounting Principles (GAAP), and other authoritative pronouncements.

ESSENTIAL TASKS

(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.)

- Conduct research, analysis, development, and summarization of financial information for audit and financial reporting purposes.
- Supervise and evaluate the financial management staff of the Office of Business Services.
- Analyze financial records and make appropriate adjustments.
- Assist with the preparation of monthly interim financial statements to the School Board.
- Monitor the appropriate budget codes of School Board employees.
- Coordinate year-end closings with staff and departments.
- Coordinate and submit the Superintendent's Annual School Report.
- Assist in the preparation of the School Board's Comprehensive Annual Financial Report.
- Assist in various required independent audits and special audits.
- Review chart of accounts for enhancements to serve special school/department needs/purposes.
- Assist in the formulation of financial policies, regulations, and procedures.
- Calculate the schools' draw account allocations and draw account check amounts.
- Approve purchase requisitions, payroll time sheets and travel vouchers.
- Review and prepare assigned reimbursements of Federal and State grants in compliance with Grantor agency.
- Prepare Inter-Departmental Transfers (IDT) for orders, corrections, indirect costs, and all IDTs related to assigned grants.
- Code revenue electronic transfers and checks.
- Notify grant coordinators of unspent funds and approaching grant deadlines/close-outs of assigned grants.
- Assist Budget Development and grant coordinators with future budget cycles of assigned grants.
- Communicate with Human Resources, Payroll, and grant coordinators for proper assignments of personnel to assigned grants.
- Prepare redeposit of payroll check entries.
- Assist auditors in analysis of year-end data.
- Assist bookkeepers, coordinators, principals, and administrators with day-to-day financial questions.
- Assist bookkeepers with questions regarding the School Funds Online program.
- Collect rental receipts for Communication Towers and monitor lease compliance.
- Act as Deputy Fiscal Agent to include reviewing all payments to ensure compliance with School Board Policy and Virginia State Code.
- Coordinate and record expenditures for events charged to the risk management fund such as fires, hurricanes, storms, etc., act as a liaison for any questions regarding expenditures for the related event.
- Prepare spreadsheets to document expenditures for the insurance company.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws, and regulations pertaining to school division accounting policies. Must have the ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates, and the general public.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in Business Administration with a concentration in Accounting.
Must have 2-4 years of experience in Governmental Accounting and Finance as a Principal Accountant or similar position.

Preferred:

Master's Degree in Business Administration (MBA) or Public Administration (MPA).
Certified Public Accountant (CPA) or Certified Management Accountant (CMA).
Considerable experience in the Accounting field (including supervision of professional and paraprofessional employees, coordination of complex Public-School Accounting, Financial Reporting, and Intergovernmental Grants).
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, and reaching. Occasional walking, bending, and stooping. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license
Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: Rev. 6/00, 7/15, 2/17
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