

## **RICHLAND COUNTY SCHOOL DISTRICT TWO**

### **JOB DESCRIPTION (Revised October, 2019)**

**TITLE:** Coordinator of Accounting – Special Revenue/Accounts Payable

**DAYS OF WORK:** 245

**HOURS PER DAY:** 8

**FLSA:** Exempt

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#### **GENERAL SUMMARY**

Supervises and performs various accounting duties related to the school district's special revenue fund financial activities and accounts payable. Maintains general ledger, prepares financial reports, reconciles statements, analyzes accounts for compliance/problems, etc. Reports to the Executive Director of Financial Services.

#### **ESSENTIAL FUNCTIONS**

Maintains general ledger for state, federal and local grants, maintains account numbers to state guidelines, and related budgets for accounts.

Works with Federal and State Instructional fund managers to address funding and compliance concerns and to provide direction as it relates to financial reporting and allowable spending.

Oversees and, if necessary, prepares quarterly claims for Federal programs with the state and various other oversight agencies.

Reviews special revenue expenditures and budgets to track variances and to monitor accounts.

Prepares financial statements for review by external auditors; prepares schedules and work papers for support of Financial Statements; assists auditors and provides other information as required.

Performs various other duties such as reconciling accounts, making journal entries and setting up budgets and account numbers, reconciling accounts, assisting schools and department leadership as needed, etc.

Prepares, reviews, and/or approves various records and reports such as budgets, financial statements, schedules, ledgers, journal entries, purchase orders, invoices, spreadsheets, grant proposals/applications, letters of correspondence.

Supervises special revenue accountants and accounts payable department.

Responsible for closing out all state and federal funds at year end and preparing necessary entries.

Primary liaison with the State Department of Education on state and federal funding, with the external auditors and with other oversight agencies. Responsible for all federal and state compliance requirements.

Interacts and communicates with various groups and individuals in the performance of duties as supervisor, administrators, co-workers, external auditors, bookkeepers, secretaries, and State Department of Education personnel.

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Bachelor's degree in accounting with ten years of experience in accounting, school finance or relevant experience. Supervisory experience preferred with an emphasis on special revenue accounting in South Carolina school district. Must possess valid South Carolina driver's license.

### **Knowledge:**

Thorough knowledge of state level school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures. Knows of the reports and records which must be prepared, processed and maintained in order to meet federal, state and district requirements. Is knowledgeable and proficient in the use of computers for the entry and maintenance of data. Is knowledgeable of supervisory methods and has the ability to instruct others through explanation, demonstration, and supervised practice.

### **Skills/Effort:**

Strong accounting, analytical, communications, organization, and mathematical skills. Ability to meet deadlines with accuracy. Is able to monitor expenditures and maintain accounts within budgetary limitations. Skill in the preparation and maintenance of various financial records and reports. Ability to keep abreast of current policies and procedures. Ability to maintain confidentiality of employee records and information. Ability to communicate in an effective and professional manner with supervisors, co-workers, and external auditors. Is capable of working under a degree of stress related to duties that require constant attention and/or tight deadlines.

### **Working Conditions:**

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

### **Responsibility:**

Assigned budget  
Federal and State Compliance  
Financial Reporting  
Supervisory Accountability

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

### **SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____