

## **Title: Coordinator of Financial Services**

General Job Description: To perform a variety of financial activities including processing, recording, updating and reconciling fiscal information; providing instructions, recommendations and/or accounting support to school and department bookkeepers and other finance personnel; analyzing financial activities and expenditures; and communicating with the State Department of Education, U.S. Department of Education, other various agencies, and external auditors, as needed.

Reports to: Executive Director of Finance

### Qualifications:

- Bachelor's Degree in Accounting, Business Administration or related field. CPA or Certified School Business Official credential desired.
- Job related experience with increasing levels of responsibility; general accounting concepts and governmental fund accounting knowledge is required.
- Extensive computer skills, utilizing Microsoft Office (i.e. Word, Excel, PowerPoint), planning and managing projects.
- Excellent verbal and written communication skills.
- Problem solving may be required to identify issues and assist with creating action plans including independent interpretation of guidelines.
- Specific abilities required to satisfactorily perform the functions of the job include communicating with various groups, customer service etiquette a must; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### Essential Job Functions:

- Possess and utilize excellent team building skills.
- Accept delegated responsibilities willingly.
- Able to work under occasional stress.
- Demonstrate a high level of initiative in job performance.
- Communicate effectively with a diverse community.

### Performance Responsibilities:

- Monitors funds, accounts, account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed.
- Prepares a variety of written documentation (e.g. reports, journal entries, budget transfers, program expenditure reimbursement claims, etc.) for the purpose of documenting activities, receiving monies, conveying information and complying with financial, legal and administrative requirements.

- Analyzes fiscal data (e.g. contracts, reports, data, etc.) for the purpose of determining feasibility of service within budget parameters and making recommendations, as well as reporting abnormal activities to Executive Director of Finance.
- Performs oversight of online fee payment system, including review and posting of revenue, supporting schools with set up, and assisting with parent inquiries.
- Coordinates with Executive Director of Finance, and other staff for the purpose of completing projects ((i.e. monthly and fiscal year closeout of financial statements. etc.) efficiently.
- Assists auditors (e.g. external auditors, auditors from other agencies) for the purpose of providing required information for completion of Procurement and Financial audits annually and coordinating other necessary project activities.
- Assists school and department bookkeepers for the purpose of supporting them in the completion of their work activities.
- Communicates with personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information (e.g. files, records, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and gathering information required to perform functions.
- Processes a variety of fiscal information for the purpose of administering grant funds and authorizing action in compliance with accounting requirements.
- Recommends policies, procedures and actions on issues that relate to accounting functions for the purpose of providing direction and decision making.
- Reconciles cash and account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Supports functions of other Finance department staff for the purpose of maintaining uninterrupted operations.
- Responsibilities include working under limited supervision using standardized practices and/or methods.
- Coordinates meetings for training and professional development for school and department bookkeepers during the fiscal year, as needed.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Participates actively in professional organizations. Participates in conferences and training sessions to increase skill level and knowledge base.
- Performs other duties and assumes responsibilities as may be assigned.

Terms of Employment: 240 Annual days per year (8 hours per day)

Salary: Fort Mill School District A6 Administrative Salary Schedule

Evaluation: Performance on this job will be evaluated annually in accordance with provisions of the School Board's Policy on evaluation of certified/non-certified personnel.