

## **COORDINATOR I (BUSINESS)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the general direction of the Director of Business/Psychological Services, plans, organizes, develops, monitors and supervises a wide variety of business and administrative services to support the educational program; including accounting, budgeting, accounts payable, accounts receivable, payroll and related accounting activities in accordance with public school accounting procedures.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist in the development and implementation of goals, policies, and priorities relating to the accounting, budget and financial management activities.
- Supervise and train support staff performing purchasing, payroll, accounting and other related activities, including use of computerized financial system.
- Plan, develop, prepare and revise the annual budget in cooperation with appropriate staff members.
- Communicate benefit information required by the Affordable Care Act. Supervise reconciliation of voluntary deductions for health/dental/vision benefits with monthly invoices.
- Work collaboratively with other departments on accounting processes and budget reports.
- Oversee posting of financial transactions, including encumbrances, revenue, and expenditures. Monitor, analyze and review financial records for accuracy.
- Prepare interim and unaudited actual reports from district financial records using the SACS reporting software provided by California Department of Education.
- Prepare and analyze cash flow reports.
- Respond to requests for information from internal and external sources, including required reports.
- Compile and distribute student attendance reports to Tulare County Office of Education and California Department of Education. Establish and monitor procedures for recording attendance for regular, special education, independent study, home and hospital, and community day school students in the Student Information System. Obtain approval for attendance procedures from the California Department of Education.
- Provide needed information and schedules to auditors in their review of financial records. Prepare Management Discussion and Analysis section of the annual Audit Report.
- Prepare special financial and budgetary analysis as requested by Administration.
- Evaluation of Business Department personnel.
- Perform other related duties, as assigned.

### **EMPLOYMENT STANDARDS:**

- Ability to perform difficult, complex and responsible analytical work with accuracy and insight into the highly technical accounting procedures with minimal supervision.
- Meet physical requirements necessary to safely and effectively perform required duties.
- Ability to provide and follow oral and written directions.
- Ability to get along with co-workers and deal with the general public in a tactful, courteous and professional manner.

### **KNOWLEDGE OF:**

- Generally accepted accounting principles
- California Education Codes and Regulations and Federal laws, rules and regulations relevant to school finance and accounting
- California School Accounting Manual
- Tulare County Office of Education SACS Financial System
- Financial accounting and budget preparation procedures
- District organization, programs and policies

- Effective internal control practices and procedures
- Operation of computer, peripherals and assigned software and general office equipment including fax machine, scanner/copier, and calculator.

**SKILL AND ABILITY TO:**

- Analyze and interpret financial and accounting records
- Prepare financial statements, reports and analyses
- Plan, assign, train and supervise the work of assigned staff
- Interpret and apply policies, laws and rules to ensure compliance with accounting standards and state/federal requirements
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

**PHYSICAL FUNCTIONS:**

- Sit for extended periods of time and occasionally required to stand and walk
- Vision sufficient to see printed material and computer monitor
- Ability to hear and speak at normal levels
- Bend, twist, kneel and stoop
- Regularly lift and/or move up to 10 pounds and occasionally lift/move 50 pounds
- Frequent use of fingers and hands

**WORKING CONDITIONS:**

Office environment

**EDUCATION AND EXPERIENCE:**

- Five (5) years of experience in the accounting profession, preferably in public school districts. BA/BS degree from an accredited college or university in accounting, finance or business administration preferred.
- Additional course work, workshops, and in-service activities in California School accounting
- Computer literacy

**WORK YEAR:**

260 days, less earned vacation and paid holidays.

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**