



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8031
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the daily routine of the Accounting clerical staff. Coordinates monthly accounting operations to ensure an accurate and timely year-end financial report that complies with district, state and federal financial requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares financial reports including monthly, quarterly and annual statements of all funds
Provides assistance in the completion of annual audited financial report
Interfaces with internal and external auditors in resolving issues related to audit
Performs account analysis and reconciliation
Ensures that adequate controls are in place to provide accurate and timely financial reports
Supervises, trains and evaluates Accounting clerical staff
Interfaces with facilities and supply services on reconciliation of fixed assets and capital project
Supports the division in matters relating to financial analysis and audit
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or finance
Three (3) years of accounting experience
Working knowledge of general ledger, accounts payable, preparing journal entries, and analyzing and reconciling accounts
Proficient in use and preparation of computerized spreadsheets and use of calculator
Good written, oral communication and analytical skills
Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team
Experience in a diverse workplace

