



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

JOB TITLE:	COORDINATOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
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

