



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

