

## **FISCAL SERVICES COORDINATOR**

**REPORTS TO:** Directly responsible to the Director of Business Services.

**QUALIFICATIONS:** General accounting principles and practices; ability to type accurately and operate standard office machines, including ten-key calculator; knowledge of computer data entry processes; ability to work harmoniously with other employees and respect confidential information. Knowledge of state and local budget laws.

**GENERAL AREA OF RESPONSIBILITY:** Accounting and financial records keeping assuring compliance with federal, state, and district policies and requirements.

**PERFORMANCE RESPONSIBILITIES:**

- Financial accounting responsibilities:
- Assist in financial record keeping in accordance with district, state, and federal policies and requirements.
- Prepare periodic and special financial reports as required.
- Assist with the accounting and bookkeeping functions of the cafeteria, student activity funds and school secretaries as directed by the Director of Business Services.
- Code and record revenues.
- Reconcile the district bank accounts and state pool, or other such entities in which the district may have placed funds.
- Assist with payroll and related reports as needed.
- Assist Director of Business Services as may be required with district purchasing and inventories.
- Assist Director of Business Services with the budgeting process as required.
- Prepare financial reports for grants and process claims for reimbursement.
- Prepare and distribute checks and reports on early retirees.
- Prepare workers compensation reports.
- Assist in preparing salary and benefit projections during negotiations.
- Maintain record of student insurance.
- Prepare journal entries as required.
- Invest district funds as directed by the Director of Business Services.
- Reconcile district financial reports.
- Assist auditors with preparation of audit work papers.
- Reconcile debt service accounts with county treasurer records.
- Knowledge of data processing operations at the financial level.

Assist Director of Business Services:

- Type and distribute memos as required.
- Communicate routine decisions and administrative procedures in the absence of supervisor.
- Maintain files for all financial matters.
- Prepare purchase orders for business office as required.
- Maintain record on copy machine and call for repairs as needed.
- Other secretarial duties as required.

**CONTRACT TERM:** 230 days, 8 hours a day

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of school board policy on evaluation of confidential personnel.