

FISCAL SERVICES COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree with a major in Accounting, CPA Preferred.
2. Minimum of three (3) years of successful experience in cash management, preparing a Comprehensive Annual Financial Report as required by the Michigan State Legislative Auditor's Office, preparing a Financial and Statistical report as required by the Michigan State Department of Education, and the ability to perform activities related to budget preparations, presentations, and forecasts.

REPORTS TO: Director of Business Services

JOB GOAL: To develop, achieve, and maintain an accurate accounting and internal control system for all funds; and to prepare a balance budget for all accounts.

PERFORMANCE RESPONSIBILITIES:

1. Prepare monthly bank reconciliations for cash accounts maintained in General Fund, Debt Service Fund and Capital Outlay Fund. Assist, as requested, other School Board personnel with monthly bank reconciliations of all other cash accounts. Assemble all reconciled cash balances, on a monthly basis, and forward report to Director of Business Services for preparation of monthly Fiscal Agent Status Report.
2. To complete accountability records of Principals and designated area professional staff.
3. Prepare Indirect Cost Rate Application in accordance with Louisiana Department of Education regulations and submit to same for review and approval.
4. Assist Service Office staff and other personnel with accounting problems as they arise.
5. Review GAAP and GASB guidelines and updates and various acts and Attorney General's Opinions pertaining to any functions of accounting, purchasing, financial reporting, school accounting and code of ethics.
6. Complete the millage computation for tax role as adjusted by reappraisal/reassessment for the school constitution and school maintenance to determine the ad valorem tax for (School District) Board.
7. Develop cash transfer forms, develop a schedule for recording investments of time certificates and treasury bills, and develop forms for internal accounting control.
8. Prepare the Comprehensive Annual Financial Report of (School District) for the Legislative Auditor's office on an annual basis.
9. Prepare excess cost verification and non-supplanting verification of Education of the Handicapped Act (EHA).
10. Assist all bookkeepers with accounting matters and keep them abreast of accounting changes by the State Department of Education and Governmental Accounting Standards Board.
11. Receive and review all financial statements.
12. Develop financial statements to be issued to federal directors and review and assist federal bookkeeper in resolving accounting problems.
13. Review and resolve accounting problems that may occur with construction project contractors.
14. Develop construction fund financial statements with projected surplus (deficit), develop spreadsheet of revenues and expenses for internal control on all projects and for subsidiary ledgers for each construction project (and develop system of internal control on project) cost and job cost by school, including cost for architect and other job cost for insurance purposes.

15. Develop new accounting/bookkeeping systems as needed with internal controls to meet the standards of Governmental Accounting Standards Board of Report.
16. Assist school lunch program personnel with financial statements, accounting for cost of meals, bid specifications, and cash flow statements.
17. Assist in the acquisition of computer hardware and software as needed in the Area of Business Services.
18. Maintenance of and detail analysis of general ledger accounts for General Fund, Debt Service Fund, and Capital Outlay Fund.
19. Code all General Fund expenditures subject to the requisition/approval/Purchase Order process for proper general ledger classification and monitor actual/budget status of General Fund accounts throughout the fiscal year.
20. Assume primary responsibility for execution of annual audit by independent auditors to fulfill local, state, and federal audit requirements. Function as primary School Board contact with independent auditors.
21. Assume primary responsibility for closing of books at fiscal year end for General Fund, Debt Service Fund, and Capital Outlay Fund. Provide assistance, as requested, to other personnel with closing of books at fiscal year end for other funds.
22. Attend School Board meetings as requested by Superintendent or Director of Business Services and make presentations and be available for questioning as necessary in this context.