

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Accounting Coordinator

FLSA: Exempt

GENERAL SUMMARY

Assists the Director of Finance in administering the financial affairs of the District including accounting systems, budget, internal controls, special projects, grants, and auditing to provide maximum financial services to support public education. Reports to the Director of Finance.

ESSENTIAL FUNCTIONS

Prepares various records and reports as needed to assist in the development of budgets, financial statements, schedules, ledgers, journal entries, purchase orders, invoices, spreadsheets, letters of correspondence, etc.

Coordinates the project accounting for special projects grants, assists coordinators by preparing and maintaining all financial transactions pertaining to such, to include proper reporting to the State Department of Education.

Prepares and maintains all financial transactions related to the general ledger, project accounts, bond sales, and ensures proper reconciliation. Establishes proper classification of expenditures in order to stay within parameters of budgets and assists in any budget amendments.

Accurately maintains fixed-asset accounting records by establishing appropriate records and reconciling such accounts with general ledger. Assists with any problems and/or discrepancies.

Analyzes and submits to administrators a monthly budget status report in a timely manner.

Assists in the preparation of financial statements for review by external auditors; prepares schedules and work papers for support of Financial Statements; assists auditors and provides other information as required for interim and end-of-year audits. Conducts periodic audits of Student Activity Fund accounts to include entrance and exit interviews in relation to the audit.

Reviews all district purchase orders for accuracy, ensuring all requested funds are available, and making proper corrections where necessary. Makes proper encumbrances for purchase orders and assigns vendor numbers appropriately.

Prepares and maintains all financial transactions which include revenue, interest and cash receipts, and journal entries to ensure a balanced general ledger with the County Treasurer and State Department of Education.

Ensures a balanced general ledger and prepares an accurate cash flow report to be used in a report to the Newberry County Board of Education on a monthly basis.

Reviews and monitors Medicaid expense accounts to meet compliance requirements.

Operates general office equipment such as a computer, typewriter, copier and calculator in the performance of duties.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree in accounting with a minimum of one year experience in accounting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general and payable accounting practices and procedures. Knows of the reports and records which must be prepared, processed and maintained in order to meet federal, state and district requirements. Is knowledgeable and proficient in the use of computers for the entry and maintenance of data and the creation of necessary reports.

Skills/Effort:

Strong accounting, analytical, communication, organization, and mathematical skills. Ability to meet deadlines with accuracy. Ability to monitor expenditures and maintain accounts within budgetary limitations. Skill in the preparation and maintenance of various financial records and reports. Ability to keep abreast of current policies and procedures. Ability to maintain confidentiality of District records and information. Ability to properly schedule workload and independently performs tasks. Ability to communicate in an effective and professional manner with supervisors, co-workers, and external auditors. Is capable of working under a degree of stress related to duties that require constant attention and/or tight deadlines.

Working Conditions:

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

No Direct supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____