



EMPLOYEE NAME: _____
 Revised: 7/01; 6/04; 9/04; 4/12; 7/12; 10/12, 7/15; 6/18; 1/20;5/23

JOB DESCRIPTION

POSITION TITLE: Accounts Reconciliation Coordinator	JOB CODE: 466D
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORKDAYS: Annual Administrative Employees
REPORTS TO: General Financial Accountant	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Reconciles 117 bank statements consisting of the 8 District bank accounts and 109 school lunchroom accounts under the leadership of the Financial Accounting Manager. This includes processing/analyzing all transactions on the General ledger books verses transactions in the district bank accounts. Documents variances found during the bank reconciliation process. Communicates discrepancies and coordinates any corrections needed on the General Ledger or in the bank with the Assistant Director-Cash Management, Financial Accounting Manager, Accounts Payable Accountant, and Payroll Accountant. Performs review of attached Pcard receipt documentation scanned into the accounting software system to ensure accuracy of charge codes used by the District’s Pcard keyers and evidence of external fraud. Corrects account charge codes posting to the general ledger assigned to purchase card transactions. Provides back-up and assistance to the Procurement Card Specialist processing daily transactions.</p>	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor’s degree requirement
2.	Certification/License Required: None
3.	Experience: 5 years of accounting/bookkeeping/financial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; work independently; strong analytical ability. strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Reconciles all District bank statements, including but not limited to, General Fund, SPLOST IV, SPLOST V, Central Lunchroom-Food Service accounts, Food Service Catering, Funding Accounts, Depository accounts, etc.; resolves all variances and compiles a list of necessary adjustments with backup documentation for the Assistant Director -Cash Management to perform transfers in the bank account, as needed.
3.	Reconciles the payroll account and accounts payable account; analyzes and resolves all variances and compiles a list of necessary adjustments with backup documentation for the Payroll Accountant and Accounts Payable Accountant and monitors the necessary corrections to the books, as needed. Payroll issues 240,000 checks annually. Accounts payable issues 20,000 checks annually.
4.	Reconciles and compiles daily deposit records for the Lunchroom Depository bank account and all 109 lunchroom subaccounts associated with each school location; analyzes and resolves all variances and compiles a list of necessary adjustments with backup documentation for the Food Services Accounting Manager and monitors the accounts for the adjustments needed.
5.	Collaborates with the Financial Accounting Manager before contacting the bank regarding errors in checking accounts and removal of unauthorized charges.

6.	Processes bank mail for Cash Management and Food Service Accounting.
7.	Creates monthly BAI Bank download from the bank website and imports the bank file into the MUNIS Software. Reconciles the accounts within the MUNIS Software, and on excel, prepares all supporting documentation for audit purposes.
8.	Conducts review of account codes, purchases, and the attached receipts in the accounting software for evidence of external fraud and correct account postings to the general ledger assigned to Purchase Card transactions.
9.	Creates necessary wire transfer forms to assigned accounts for approval processes.
10.	Maintains payroll and accounts payable records utilizing the Image Drop software provided by the bank; provides check copies as needed.
11.	Reviews the bank's outstanding check list reconciling this list to the one generated in the Munis Software. prepares written request of items for removal.
12.	Provides critical position duties of the Procurement Card Specialist and the depositing of District Funds for the Cash Receipts Coordinator staff, as needed.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____