

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Capital Projects/Accounts Payable Coordinator	<b>JOB CODE:</b> 466D
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support Annual
<b>DEPARTMENT:</b> Capital Project Accounting & Accounts Payable	<b>WORK DAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Manager, Capital Project Accounting & Accounts Payable	<b>PAY GRADE:</b> Rank H (NK08)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates all the financial reporting activity of the SPLOST funds and assists the Assistant Director, Accounts Payable in account payable functions, including team lead over respective areas.	
<b>REVISION DATE(S):</b> 11/24	

**REQUIREMENTS:**

1.	Educational Level 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/financial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office 365 proficiency (Excel, Word, etc.) required and ERP Systems experience, preferably with Tyler Munis; leadership skills; analytical skills; math aptitude; customer service skills

***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.	Monitors budgets for all capital outlay projects and requests budget transfers as needed. Prepares and indexes all capital outlay funds’ budget adjustments.
3.	Establishes budgets for all new capital projects. Monitors and processes close-outs for all completed projects.
4.	Assists preparation of SPLOST financial reporting for Quarterly Financial Reporting to District stakeholders; including the Board, Superintendent, Chief Financial Officer and other staff.
5.	Monitors State Capital Outlay revenues and requests reimbursements for state funded capital projects.
6.	Coordinates and maintains list of land purchases/sales and processes all payments for land.
7.	Writes and updates the Capital Projects Accounting and Accounts Payable procedures manual.
8.	Coordinates financial related processes with the SPLOST Department to ensure accurate processing of encumbrance transactions and pay requests for all construction projects.
9.	Coordinates and maintains the proper recording of the district’s donated assets for land, buildings and site improvements. Ensures that CCSD Board and Financial Services Department policies are met.
10.	Assists the Assistant Director, Accounts Payable in the processing and annual filing of Forms 1099 MISC and 1099 NEC with vendors and the IRS.
11.	Reviews and approves the setup and validation of secure vendor ACH banking information.
12.	Conducts daily monitoring of banking exceptions related to accounts payable checks and thoroughly investigates any suspected fraudulent activity.
13.	Supports the daily processing of checks, wire transfers, ePayables, credit card and procurement card transactions in the Munis Accounts Payable System.

14.	Assists the Assistant Director, Accounts Payable in the daily maintenance of the Munis Accounts Payable Vendor files.
15.	Serves as back up for the Assistant Director, Accounts Payable and Manager, Capital Projects Accounting.
16.	Performs other duties in Capital Projects Accounting and Accounts Payable as assigned by the Manager and/or the Assistant Directors, Capital Projects Accounting & Accounts Payable.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_