



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 12/08; 3/10; 6/11; 9/11; 11/11; 10/12; 4/13; 8/14; 11/15;  
12/16; 12/17; 6/18; 10/18; 5/19; 11/19; 1/20; 5/21

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Financial Coordinator, Local School Accounting & Internal Compliance	<b>JOB CODE:</b> 466D
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/Supv Support
<b>DEPARTMENT:</b> Local School Accounting & Internal Compliance	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Local School Accounting & Internal Compliance	<b>PAY GRADE:</b> Rank H (NK08)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Responsible for training school Bookkeepers in the use of Local School Accounting software. Online Payment software and Local School Accounting procedures. Assists the Local School Accounting & Internal Compliance Department in the areas of financial and software training support, development of documentation and financial procedures, Local School Accounting reconciliations and financial reviews, compliance, and audit reviews.	

### 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.
2.	Certification/License Required: Valid Georgia Driver’s License
3.	Experience: 5 years highly specialized school financial experience required.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Knowledge of financial and accounting concepts and functions; strong bookkeeping skills; organizational and interpersonal skills; intermediate level computer skills (Excel, Word); ability to work independently; written and oral communication.

*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.	Provides support to District staff regarding compliance and local school accounting issues by following Local School Accounting Standard Operating Procedures, Local School Accounting Chart of Accounts, ASP Standard Operating Procedures and appropriate CCSD Board Policies and Administrative Rules.
3.	Collaborates with the Director of Local School Accounting & Internal Compliance, Assistant Director of Local School Accounting, and Internal Compliance Accountant in the development, documentation and testing of operational and financial procedures.
4.	Provides local school accounting software technical support to school Bookkeepers.
5.	Develops and delivers training to school Bookkeepers in the use of the Local School Accounting software; delivers training to school Bookkeepers on Local School Accounting Standard Operating Procedures and Chart of Accounts. Provides ongoing financial training and support to school Bookkeepers.
6.	Responsible for the development and delivery of software process training and support to school Bookkeepers for MyPaymentsPlus online student activities, fees, and AP Exams modules.
7.	Serves as primary contact to school Bookkeepers for MyPaymentsPlus online payment procedures and credit card reconciliation process.
8.	Responsible for the coordination with online credit card and local school accounting software vendors to troubleshoot and resolve application interface and reporting issues.

9.	Assists Local School Accounting with the preparation of monthly bank reconciliations and financial reviews, including reports to Principals and Bookkeepers regarding this review, to meet departmental schedules. Utilizes written and verbal communication skills to communicate and obtain information relevant to the monthly bank reconciliation process and monthly report review process.
10.	Assists Local School Accounting with performing the year-end close-out of the school accounting records and other year-end procedures.
11.	Provides assistance to school Bookkeepers prior to their annual school audit; updates Local School Accounting and Internal Compliance audit documents as requested by the Director of Local School Accounting & Internal Compliance.
12.	Serves as a backup to process monthly payroll.
13.	Maintains a high level of confidentiality regarding all Local School Accounting and Internal Compliance matters.
14.	Performs other duties as assigned by appropriate administrator.

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

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