



EMPLOYEE NAME: _____

Revised: 6/03; 5/04; 9/04; 10/07; 7/08; 4/09; 9/09; 6/12; 10/12; 3/13; 4/13; 2/14; 8/14; 12/15; 5/16; 4/17; 6/18; 10/18; 5/19; 1/20; 5/21; 2/22

JOB DESCRIPTION

POSITION TITLE: Financial Support Specialist, Local School Accounting & Internal Compliance	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Local School Accounting & Internal Compliance	WORKDAYS: 238
REPORTS TO: Manager, Local School Accounting & Internal Compliance	PAY GRADE: Rank 8 (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs financial support duties for Local School Accounting & Internal Compliance. Provides daily customer service support to local schools, including After School Program financial, procedural, and operational support.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3-5 years of experience working in a financial support role. After School Program financial experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: MS Office proficiency, specifically with Excel; word processing and calculator skills; organizational and interpersonal skills; ability to work independently; ability to meet deadlines; strong verbal and written 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.	Performs financial support duties for all areas of Local School Accounting & Internal Compliance.
3.	Processes monthly payroll for the Local School Accounting & Internal Compliance Department; balances, prepares, and submits service report to the Director of Local School Accounting & Internal Compliance.
4.	Issues control documents to schools; maintains department inventory to meet demands; monitors and places orders with District bank for all local school bank supplies; assists Manager of Local School Accounting & Internal Compliance with obtaining information to submit to Procurement Services for annual Local School Accounting Supplies Request for Quote.
5.	Provides customer service support to school personnel regarding Local School Accounting and After School Program procedures.
6.	Researches and posts journal adjustments for returned checks for all local school bank accounts.
7.	Assists Manager of Local School Accounting & Internal Compliance with ensuring bank signature cards are up to date for all local schools.
8.	Provides technical repair support for the electronic locks on the school safes and keeps school safe authorizations current.
9.	Assists with electronically storing the department's permanent correspondence and documents, including, but not limited to, the LSA@cobbk12.org and ASP@cobbk12.org mailboxes; processes financial data and bank correspondence for the monthly bank reconciliation process.

10.	Assists Local School Accounting with performing month-end and year-end processes, as needed.
11.	Processes DFCS certificates and payments received for the After School Programs; provides support for After School Programs receiving subsidies.
12.	Monitors and reconciles the After School Program owner's accounts containing DFCS subsidies.
13.	Assists the Manager of Local School Accounting & Internal Compliance with providing After School Program software technical support to ASP staff.
14.	Assists with After School Program account reconciliations and research.
15.	Assists local schools with After School Program deposits in the absence of Bookkeeper.
16.	Participates in all training related to the ASP software.
17.	Tracks local school contract payments for 1099 and HB87 reporting.
18.	Reviews and verifies High School semester parking reports for accuracy.
19.	Assists Manager of Local School Accounting & Internal Compliance with the communication, research, and processing of local school unclaimed funds to ensure the local schools are compliant with Georgia State Law, O.C.G.A. §44-12-19 et. Seq.
20.	Maintains a high level of confidentiality regarding all Local School Accounting & Internal Compliance matters.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____