



EMPLOYEE NAME: _____

Revised: 5/92; 2/93; 5/93; 11/94; 2/96; 1/98; 12/00; 11/01; 6/02; 6/03;
5/04; 3/06; 10/08; 9/09; 10/12; 3/13; 4/13; 7/14; 12/15; 9/17; 6/18;
5/19; 7/19; 1/20

JOB DESCRIPTION

POSITION TITLE: School Financial Specialist	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Local School Accounting and Internal Compliance	WORKDAYS: 238
REPORTS TO: Assistant Director, Local School Accounting	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs monthly financial reviews and reconciliations of local school financial activity. Provides daily customer service support to administrators, school Bookkeepers and After School Program staff. Assists with ongoing local school financial training of Bookkeepers.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 5 years of highly specialized school bookkeeping experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Strong school bookkeeping skills; MS Office proficiency, specifically with Excel; word processing and calculator skills; organizational and interpersonal skills; ability to work independently; ability to meet monthly 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.	Prepares monthly bank reconciliations and financial reviews of a selected number of schools to meet departmental schedules; performs analysis and research of school’s debit and credit advices from District bank; communicates findings to school Principal and Bookkeeper.
3.	Utilizes written and verbal communication skills to communicate and obtain information relevant to the monthly bank reconciliation process and monthly report review process.
4.	Issues monthly management reports to school principals and bookkeepers detailing the results of their monthly financial review of local school records and the improvements needed to be made; performs follow-up of monthly review recommendations so that school financial records are accurate and in accordance with procedures; performs the year-end close-out of the school accounting records and other year-end procedures.
5.	Interprets the Local School Accounting Standard Operating Procedures, Chart of Accounts, and After School Program Standard Operating Procedures for administrators, school bookkeepers and ASP staff, as appropriate.
6.	Performs new bookkeeper visits with all new bookkeepers to review local school accounting procedures. Conducts follow-up visits as needed.
7.	Assists with ongoing local school financial training of bookkeepers.
8.	Provides technical support to school bookkeepers. for local school accounting and online credit card software.
9.	Analyzes school deposit pick-up data on the armored car online software; reconciles the monthly armored car service invoice with deposit pick-ups for Local School Accounting, Food & Nutrition Services, and After School Program; prepares and submits check for payment.
10.	Provides customer service support regarding local school financial issues to all schools in district.

11.	Assists with the development and revision of forms/manuals used by the bookkeepers and other district staff.
12.	Maintains a high level of confidentiality regarding all Local School Accounting matters.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____