

Accounting Coordinator

Dept of Budget & Finance

Virginia Beach, VA

Administrative - Central Office - Central Office Administrator

Job Number 3700173690

Start Date

Open Date 05/02/2021

Closing Date 05/16/2021

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Business Services, the position is responsible for supervising, controlling and coordinating the centralized accounting function of the School Division. In addition, the position is responsible for assisting the Director in the financial administration and activities of the Office of Business Services in accordance with the School Board, City, Commonwealth of Virginia, Federal policies and regulations, Generally Accepted Accounting Principles (GAAP), and other authoritative pronouncements.

ESSENTIAL TASKS

- Conduct research, analysis, development, and summarization of financial information for audit and financial reporting purposes.
- Supervise and evaluate the financial management staff of the Office of Business Services.
- Analyze financial records and make appropriate adjustments.
- Assist with the preparation of monthly interim financial statements to the School Board.
- Monitor the appropriate budget codes of School Board employees.
- Coordinate year-end closings with staff and departments.
- Coordinate and submit the Superintendent's Annual School Report.
- Assist in the preparation of the School Board's Comprehensive Annual Financial Report.
- Assist in various required independent audits and special audits.
- Review chart of accounts for enhancements to serve special school/department needs/purposes.
- Assist in the formulation of financial policies, regulations, and procedures.
- Calculate the schools' draw account allocations and draw account check amounts.
- Approve purchase requisitions, payroll time sheets and travel vouchers.
- Review and prepare assigned reimbursements of Federal and State grants in compliance with Grantor agency.
- Prepare Inter-Departmental Transfers(IDT) for orders, corrections, indirect costs, and all IDTs related to assigned grants.
- Code revenue electronic transfers and checks.
- Notify grant coordinators of unspent funds and approaching grant deadlines/close-outs of assigned grants.
- Assist Budget Development and grant coordinators with future budget cycles of assigned grants.
- Communicate with Human Resources, Payroll, and grant coordinators for proper assignments of personnel to assigned grants.
- Prepare redeposit of payroll check entries.
- Assist auditors in analysis of year-end data.
- Assist bookkeepers, coordinators, principals, and administrators with day-to-day financial questions.
- Assist bookkeepers with questions regarding the School Funds Online program.
- Collect rental receipts for Communication Towers and monitor lease compliance.
- Act as Deputy Fiscal Agent to include reviewing all payments to ensure compliance with School Board Policy and Virginia State Code.
- Coordinate and record expenditures for events charged to the risk management fund such as fires, hurricanes, storms, etc.; act as a liaison for any questions regarding expenditures for the related event.
- Prepare spreadsheets to document expenditures for the insurance company.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws, and regulations pertaining to school division accounting policies. Must have the ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Business Administration with a concentration in Accounting. Master's Degree in Business Administration (MBA) or Public Administration (MPA) preferred. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Must have 2-4 years of experience in Governmental Accounting and Finance as a Principal Accountant or similar position. Considerable experience in the Accounting field (including supervision of professional and paraprofessional employees, coordination of complex Public School Accounting, Financial Reporting, and Intergovernmental Grants) preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

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HOW TO APPLY

Please see "Job Posting Link" below for a complete job description.

External Applicants: If you are interested in applying for this position, you must create an account. Please select "Login and Apply" from the bottom of this posting. After creating an account, please login, complete the online application, and apply for this job.

Eligible Internal Applicants: Follow [these instructions](#) to complete a transfer application. After creating an account, please complete the application and apply for this job.

Full Time or Part Time?	Full Time
Job Posting Link	https://www.vbschools.com/UserFiles/Servers/Server_78010/File/Employment/Apply%20Now/Resources/Job%20titles/Cord
Salary Range: From/To	Unified Experience-Based Step Pay Scale: Grade 22 Salary will be based on creditable years of full-time, verified work experience. VBCPS offers a full range of benefits including insurance, paid sick/annual leave, tuition reimbursement, professional development and membership in the Virginia Retire
Additional Job Information	A minimum of three references are required in the reference section of your application. One of the three must be a current supervisor.

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs and activities. (Reference: School Board Policies 2-33, 4-4, 4-6)

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, VA, 23456.

Alternative formats of this application which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write the Department of Human Resources, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone: (757) 263-1133 (voice); (757) 263-1240 (TDD) or email at: vbcpsshr@vbschools.com.

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