



Coordinator, Accounting

Pay Scale: Professional & Administrators

Level: Universal 16

FLSA status: Exempt

Months/Days/Hours: 12 months, 248 days, 8 hours per day

Reports to: Supervisor, Accounting

Location: Administrative Building

Telework Eligible: Partial

Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Employee Health, Wellness & Benefits, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Position Overview

The Accounting Coordinator assists the Accounting Supervisor with the preparation of the School Division's Comprehensive Annual Financial Report (CAFR) and other professional accounting duties and responsibilities as assigned. Duties include professional accounting work and the coordination and assisting with the oversight of the Accounting Office's multifaceted teams, projects, activities, and deadlines.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Coordinates the planning, organizing, preparing, analyzing, and reviewing of the AFR of the School Division.
- Conducts complex financial and budget analysis.
- Reviews and approve financial transactions related to assigned workflows.
- Prepares periodic and special financial reports, reviews, and analysis.
- Coordinates with management the oversight of the School Division's fiscal year end schedule, routines, reconciliations, and closing of the financial accounting system; coordinate the management and testing of ORACLE EBS modules.
- Coordinates with management the oversight of staff's daily activities, prioritization of tasks, and timely accomplishment of assigned duties and responsibilities; coordinate the activities and schedules of Accounting Teams.

Qualifications

Below are the qualifications for this position:

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- Bachelor's Degree in public administration, business, accounting or related field
- Five years of successful experience in finance, accounting or related field
- Possess knowledge of the theory, principles, practices and techniques of public sector accounting and financial management systems
- Good human relations and communications skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Virginia Nondiscrimination Disclosure

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Telework Disclosure

Employees who perform the responsibilities of the above position have been identified as having the potential to telework. Telework is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for telework privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are teleworking will work their required scheduled hours and gain approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek.

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Teleworking privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.