



## **Coordinator of Accounting and Budgeting**

**Location:** Division Administration Office

**Reports to:** Director of Finance

**FLSA Status:** Non-Exempt

**Pay Table:** Coordinator

### **Summary:**

This is a professional position responsible for performing complex analytical work in accounting and budgeting. A variety of work includes research, analysis, and summarization of financial information and development and implementation of processes for accounting and budgeting, as well as monitoring fiscal resources used to achieve program and operational objectives.

### **Essential Duties:**

This job description is a representative summary of the major duties and responsibilities of work performed. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

*CCS requires that each employee:*

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively.
- Report to work on a regular and punctual basis as scheduled.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Have knowledge of and be able to use relevant technology.
- Recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

*School Activity Funds (SAF) Specific duties:*

- Administrator of School Funds Online (SFO) including setting up new accounts, users, inactivating users, etc.
- Perform year end roll-forward procedures after audits are complete in School Funds Online (SFO).
- Coordinate annual audits between Bookkeepers and independent auditors.
- Performs follow-up after SAF audits including exit conference with auditors, drafting letter to principals on results of audit, and monitoring corrective actions.

- Assist bookkeepers, principals, and administrators on financial matters, reports, and questions regarding the School Funds Online (SFO) and School Activity Funds.

#### *Accounting and Budgeting*

- Research financial information for budget, financial reporting, and audit purposes.
- Analyze and reconcile financial records and reports. Prepare and enter journal entries as needed to correct entries, allocate expenditures, or adjust account balances.
- Maintain purchase requisition workflow and user permission settings.
- Reconcile the monthly cash/bank account.
- Provide technical financial assistance to administrative technicians with general ledger accounts.
- Provide internal control to the payroll process by reviewing payroll reports for discrepancies, submitting the ACH Direct Deposit file to the bank, and posting semi-monthly payrolls.
- Preparing required monthly, quarterly, and annual local, state and federal reports (e.g. VEC-941, VA-16, W-2, etc.) to ensure compliance with mandatory filings.
- Act as the primary contact with the annual financial auditors.
- Prepare various year-end work papers and year-end schedules for the annual financial audit.
- Participate in meetings, workshops and seminars to convey and/or gather information required to perform functions.

#### **Requisite Knowledge, Skills, and Abilities:**

- Knowledge of financial practices and procedures and generally accepted accounting principles (GAAP).
- Able to communicate effectively both orally and in writing.
- Proficient in Excel, Word, Google, and financial management software..
- Strong analytical and problem-solving skills.
- Capable of making decisions within established procedures and practices.
- Ability to establish and maintain effective working relationships.
- Ability to deal with confidential and sensitive matters in a professional manner.

#### **Requisite Education and Experience:**

- Must possess a Bachelor's Degree from an accredited four-year college in accounting or business administration.
- Minimum of five (5) to seven (7) years of progressive experience in accounting or business administration roles preferred.
- Knowledge of school financial practices and procedures is a plus.
- Certified Public Accountant (CPA) preferred.

#### **Physical Conditions and Nature of Work:**

Frequent walking, standing, stooping, lifting, up to approximately 40 pounds is typical. Other limited physical activities may be required. Vocal communication is required for

expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Regular contact with staff members, school administrators, and members of the community is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.