

Isle of Wight County School District

Position Specification

Title: Coordinator of Finance

Division: Finance

FLSA: Exempt

General Statement of Job

Under direction of the Chief Financial Officer, manages the accounting functions of Isle of Wight County School District, including general ledger review and reconciliation, monthly and year-end financial reporting, monthly financial statement preparation and variance analysis, maintenance of audit files and selected audit schedules, operating budget development, audit compliance/reporting and oversight of accounts payable accounting.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Maintains integrity of six funds within the ERP Munis system through preparation of journal entries, budget transfers, vendor maintenance, account reconciliations, cash management, and monthly closing process.
Manages Accounts Payable function for all six financial funds. Ensures internal controls are established and maintained to meet compliance regulations.
Assists in the development of the School Board annual operating budget by working projects salary/benefit costs, debt service schedule and analyzes operating/functional expenditures.
Manages Grant Accounting in accordance with Federal compliance requirements, including reconciliation of OMEGA and ERP systems, analysis of award year balances and communication with Division Administrators and Principals.
Compiles data for the Virginia Department of Education as required which includes Annual School Report, Maintenance of Effort, Food Services Semi-Annual and Annual Report, ARRA Jobs Summary, Title 1 Comparability Report, and Pupil/Teacher Ratio.
Manages Federal Medicaid Reimbursement Program which provides a significant revenue source to the school division.

Prepares Quarterly Administrative Claim Packet.
Prepares monthly, financial, subsidiary ledger account reconciliations and accruals.
Submits payroll taxes and prepares 1099 forms.
Compiles data for School Activity Fund and School Board Audits.
Coordinates administrative duties which includes supervision of assigned personnel and communicates with Division Administrators and Principals.
Performs other duties as assigned

Education and/or Experience

More than six (6) years supervisory level governmental accounting, finance or closely related experience is required.

Bachelor’s Degree in Accounting, Finance, Business Administration or closely related area is required.

MUNIS and School Finance experience is preferred.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; IWCS policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; general laws and administrative policies governing state and local finance practices and procedures; financial analysis; budgetary preparation and management; generally accepted accounting procedures and principles; banking procedures; cash management; expenditure and disbursement; federal, state, and local tax guidelines and laws; and budget planning and fiscal management

Skill in coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; effective oral, written, and interpersonal communication; quantitative financial analysis; leadership; time management; analytical thinking; reporting; and business acumen.

Ability to direct and administer the programs and services of an educational organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; perform all accounting functions; use automated and manual

financial management, accounting applications and programs; recognize situations requiring modified financial analysis and/or accounting procedures; use electron board software; learn and/or use relevant computer applications, including internet, email and Microsoft Office; prioritize assignments and meet deadlines; manage multiple tasks simultaneously.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: Finance Coordinator

DEPARTMENT: Budget and Finance

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- Stamina
- Seeing-General
- Close Vision
- Color Perception
- Hearing/Listening
- Clear Speech-Simple
- Clear Speech-Complex
- Touching
 - Dexterity
 - Hand
 - Finger
- Smelling
 - Smoke
 - Food
 - Cleanliness
- Tasting
- Walking
- Lifting
- Pushing
- Pulling
- Typing
- Climbing Flights
- Carrying
- Kneeling
- Stooping
- Bending
- Sitting
- Flexibility
 - Upper Body
 - Lower Body
- Running Distance

- Standing
- Driving

Stress Factors:

- Repetition
- High Pressure
- Hazards
- Fatigue
- Boredom

Work Environment:

- Works Alone
- Works with Others
- Works around Others
- Verbal Contact with Others
- Face-to-Face Contact
- Shift Work
- Inside
 - Outside
 - Confined Areas
 - Extreme Heat/Cold
 - Temperature Change
 - Wet and/or Humid
 - Noise
 - Vibration
 - Mechanical Equipment
 - Electrical Equipment
 - Pressurized Equipment
 - Burning Materials
 - Moving Objects
 - High Places

- Fumes/Odors
- Dirt/Dust
- Gases

Mental Requirements:

- Reading-Simple
- Reading-Complex
- Writing-Simple
- Writing-Complex
- Clerical
- Memorization
- Analyzing
- Perception
- Judgment
- Decision-Making

Equipment:

- Computer
- Keyboard
- Telephone
- Calculator
- Fire Alarm
- Switchboard Console
- Television Monitor
- Kitchen Appliances
- Vacuum Cleaner
- Maintenance Tools

Other:

- Laundry Equipment

I acknowledge receipt of this document.

Signature

Date

