

**Greenwood School District 50
Position Description**

POSITION TITLE: Coordinator of Financial Services

Department: Business Office
Reports To: Director of Finance
Date: 02/06/2012

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- ⇒ Performs annual audits of each school's Student Activity Fund and Food Service Fund.
- ⇒ Ensures that those responsible for the fiscal management of the school adhere to the standards, policies, and procedures established by the Board of Trustees and set forth in the Pupil Activity Fund Manual.
- ⇒ Provides assistance to the Technology Support Specialist regarding the computer bookkeeping system.
- ⇒ Issues and performs the accounting of teacher receipt books.
- ⇒ Verifies ticket inventory, sales, deposits, and reduced or free lunch applications during the course of Food Service Audits.
- ⇒ Assists the external auditors with the year-end audits.
- ⇒ Prepares year-end financial statements for all schools.
- ⇒ Gathers and assimilates data from the schools for internal reporting purposes as requested by the Director of Finance.
- ⇒ Performs various internal audits at the district level as requested by the Director of Finance.
- ⇒ Assists the Director of Finance in all basic business functions.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Business or the equivalent of 2 years Associate Degree in business or accounting and 5 years of business related experience. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to write routine reports, business correspondence, and procedure manuals. Ability to present information in one-on-one and small group situations to customers, clients, other employees and/or students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interests, commissions, and percentages. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is required to drive to all schools in the district on a regular basis. The employee is continuously communicating through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.