

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

Confidential Management Job Description

BUDGET AND ACCOUNTING COORDINATOR

General Description: Under the direction and supervision of the Assistant Superintendent of Business, establishes and revises school district accounting procedures; directs accounting and financial record keeping activities; conducts accounting analyses and prepares financial statements and reports; conducts audits of school district funds and accounts; assists in the preparation of the district's annual budget; develops, revises, and monitors district's budgets and does related work as assigned.

Under the Supervision of: Assistant Superintendent of Business Services

Employment Term: 12 months

Range: 40

Minimum Qualifications:

Education

Bachelor's Degree from accredited college or university preferred but not required. Three years of experience in school accounting, auditing, budget or finance work, including some lead responsibilities.

Skills & Experience Must have knowledge of California public school budgeting, accounting, and fiscal principles and practices, auditing and inventory control procedures, including a thorough knowledge of the California School Accounting Manual. Ability to plan, organize, and efficiently direct the accounting programs of school district. Ability to prepare and present clear and concise financial reports, both oral and written. Ability to establish and maintain cooperative working relationships with school personnel and general public. Thorough knowledge of California school student attendance law and procedures. Thorough knowledge of PC-based spreadsheet, word processing, and accounting software. Experience with Carter-Pertaine Financial and Student software desirable. Must possess a valid California Driver's license.

Examples of Duties:

1. Conducts reviews and analyses of accounting and budget.
2. Maintains district chart of accounts.
3. Supervises internal auditing of attendance accounting.
4. Directs the bookkeeping functions of the district.

5. Plans and directs the automation of existing processes.
6. Acts as liaison and resource person with other departments; answers questions; prepares reports and provides fiscal advise on monitoring budgets for the purpose of implementing and maintaining services and/or programs.
7. Compiles data and prepares financial reports and statistical summaries for the purpose of providing written support and/or conveying information. Develops information and prepares reports, graphs and statistics for collective bargaining negotiations.
8. Makes financial projections for the purpose of ensuring efficient program operations.
9. Responds to requests for information and assists auditors in their review of financial records; performs internal audits at school sites for the purpose of ensuring efficient program operations.
10. Trains and instructs personnel in accounting procedures.
11. Carries out special studies to assist administrators in the formulation of new policies and procedures.
12. Assists Assistant Superintendent of Business Services in annual budget preparation and review.
13. Directs and supervises position control.
14. Responsible for TRANS funds.