

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE April 2023
 BAND & GRADE D-6-1-14

POSITION TITLE: Accounting Services Coordinator

IMMEDIATE SUPERVISOR: Director of Business Services

Job Summary (Basic Purpose of Position)

Responsible for the coordination of all District accounting functions; including, but not limited to, payables, receivables and purchasing.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

| REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function | BAND/ GRADE | % OF TIME D, W | WC | NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function | PERFORMANCE STANDARDS How Will You Know the Job is Done? |
|---|----------------|----------------------|----|--|---|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS | | | | | |
| SERVE AS ACCOUNTING SERVICES COORDINATOR | | | | KNOWLEDGE OF: | |
| 1.01 Coordinate accounting funds for state reporting purposes. | B-2 | M | | 1. Fund Accounting | 1.01 School District funds were properly reported. |
| 1.02 Allocate all revenues and expenditures to the appropriate fund in accordance with UFARS guidelines. | B-2 | D-25% | | 2. UFARS | 1.02 Revenue and expenditure account balances were accurate and reliable reports are distributed to district personnel. |
| 1.03 Evaluate cash on hand for the purpose of purchasing investments to meet future needs. | C-4 | | | 3. District Cash Flow | 1.03 Sufficient cash was on deposit to meet obligations when due. |
| 1.04 Submit federal program reimbursement in the manner prescribed by the SDE. | B-2 | M | | 4. District Policies and Procedures | 1.04 Requests for reimbursement were submitted to the State Department on a timely basis. |
| 1.05 Review, analyze and adjust if necessary the General Ledger to properly reflect the current situations. | D-6 | M | | 5. Revenue and Expenditure Accounts | 1.05 All funds were in balance and account balances are accurate. |
| | | | | 6. Applicable Statutes | |
| | | | | 7. Accounting Principles | |
| | | | | 8. Business Principles | |
| | | | | 9. Region I Computer Systems | |
| | | | | 10. Auditing Procedures | |
| | | | | 11. Payroll System | |
| | | | | 12. Skyward System | |
| | | | | 13. Contracted Agreements | |
| | | | | 14. UFARS | |
| | | | | 15. Inventory Policies | |

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| 1.06 Review, analyze and adjust financial and payroll data for Federal and special education programs. | D-6 | | | 16. Record Retention Policies 17. District E-mail System | 1.06 All financial and payroll data was reviewed, analyzed and adjusted accurately. |
| 1.07 Determine and prepare the journal entries appropriate to properly reflect actual activity in all revenue, expenditure, and general ledger accounts. | B-2 | M-25 | | ABILITY TO: 1. Plan 2. Communicate effectively 3. Allocate 4. Organize 5. Analyze 6. Supervise 7. Maintain accurate records 8. Demonstrate consistent and reliable attendance. SKILLS OF: 1. Calculator Operation 2. Computer Operation 3. Office Machines Operation | 1.07 Adjusting entries were prepared and made on a timely basis. Financial reports are prepared monthly for the Board of Education. |
| 1.08 Perform and analyze the bank reconciliations on the General Account and MSDLAF accounts. | B-2 | M-40 | | | 1.08 Checking accounts were in balance with the general ledger. |
| 1.09 Determine and prepare annual update to fixed asset inventory for insurance and accounting purposes. | B-2 | 2% | | | 1.09 Updated fixed asset inventory was prepared annually. |
| 1.10 Prepare, calculate and submit to outside vendors invoices for services provided by the district. Supervise collection and review collectability of all receivables in arrears. | C-4 | M | | | 1.10 Invoices were sent to vendors and payments are received on a timely basis or follow-up was provided for non-payment. |
| 1.11 Determine and monitor daily cash flow through the district's checking account to maximize the interest earnings of district funds. | C-4 | D-10 | | | 1.11 Interest earned was the maximum that could be earned under current conditions. |
| 1.12 Supervise activities related with financial and payroll computer input and output. | A-1 | D-10 | | | 1.12 Computer input was completed within timelines assigned and accurate. |
| 1.13 Attend and participate in professional organization, meetings and workshops. | | | | | 1.13 Fiscal year was closed with appropriate entries made and the unaudited year end report is submitted to the SDA. |

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|---|-----|------|--|--|---|
| COORDINATE AND PERFORM VARIOUS INTERNAL AUDITING FUNCTIONS | | | | | |
| 2.01 Audit petty cash and change funds. | B-2 | A | | | 2.01 The proper amount of change was verified to be on hand. |
| 2.02 Audit payroll. | B-2 | A | | | 2.02 Employee pay records within the sample were verified and charged to the proper expenditure account. |
| 2.03 Review actual inventory accounts and compare with the general ledger. | B-2 | A | | | 2.03 Physical inventory when taken matched the general ledger. |
| 2.04 Audit expenditure accounts. | B-2 | M | | | 2.04 Expenditures verified were accurate and properly documented. |
| 2.05 Review present internal control. | C-4 | A | | | 2.05 Present internal controls were determined to be adequate. |
| COORDINATE DATA PROCESSING FUNCTIONS | | | | | |
| 3.01 Develop and update office procedures relating to the use of computers to maximize their use. | C-4 | A | | | 3.01 Computers are being utilized in an efficient and beneficial way. |
| 3.02 Supervise accounts payable-receivable clerk, business office secretary, payroll manager, MARSS Systems Manager, Registration & Assistant MARSS Secretary. | C-4 | D-10 | | | 3.02 Duties of accounts payable-receivable, mailroom, cash deposits, payroll, registration and student reporting were completed in accordance with the job description. |
| 3.03 Develop and update in-district procedures relating to the use of Region I and Skyward services. | C-4 | A | | | 3.03 In-district procedures were in compliance with governmental guidelines and/or regulations. |
| 3.04 Direct and assist in the preparation of computer reports through Region I and Skyward. Download and disperse computer reports to appropriate district personnel. | B-2 | M | | | 3.04 Accurate computer reports were generated and distributed. |
| | B-2 | D | | | 3.05 Evidence exists that a good professional relationship exists with the ESU-Region and our district. |

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| 3.05 Act as a liaison person and communicator between Region I and Skyward within our district. | B-2 | Q | | | 3.06 Evidence exists that the Region I and Skyward System was being used in an efficient and beneficial way. |
| 3.06 Attend and participate in informational meetings and workshops regarding Region I and Skyward computer service. | B-2 | A | | | 3.07 Evidence exists that sufficient communication has been provided to district personnel regarding computer services. |
| 3.07 Present new and pertinent information to district personnel regarding changes in guidelines and regulations related to State reporting. | B-2 | D | | | 3.08 Problems regarding the computer services received from Region I and Skyward were resolved in a timely manner. |
| 3.08 Assist district personnel with any problems relating to computer services received from Region I and Skyward. | | | | | |
| 3.09 Maintain the Skyward electronic purchasing system. | | D | | | 3.09 Staff have access to the correct purchasing groups and the purchasing groups have the correct account codes assigned to them. |

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting and current CPA.

PREFERRED QUALIFICATION: Four years of experience in financial accounting for a Minnesota school district or auditing Minnesota school districts.