

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE ___
LAST REVISION DATE April 2015
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	

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

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	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		5. Analyze 6. Supervise	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%		7. Maintain accurate records 8. Demonstrate consistent and reliable attendance.	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		SKILLS OF: 1. Calculator Operation 2. Computer Operation 3. Office Machines Operation	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.
COORDINATE AND PERFORM VARIOUS					

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

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 staff.					3.02 Duties of accounts payable staff 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	D-10			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.	C-4	A			3.04 Accurate computer reports were generated and distributed.
3.05 Act as a liaison person and communicator between Region I and Skyward within our district.	B-2	M			3.05 Evidence exists that a good professional relationship exists with the ESU-Region and our district.
3.06 Attend and participate in informational	B-2	D			

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					
<p>meetings and workshops regarding Region I and Skyward computer service.</p> <p>3.07 Present new and pertinent information to district personnel regarding changes in guidelines and regulations related to State reporting.</p> <p>3.08 Assist district personnel with any problems relating to computer services received from Region I and Skyward.</p>	<p>B-2</p> <p>B-2</p> <p>B-2</p>	<p>Q</p> <p>A</p> <p>D</p>			<p>3.06 Evidence exists that the Region I and Skyward System was being used in an efficient and beneficial way.</p> <p>3.07 Evidence exists that sufficient communication has been provided to district personnel regarding computer services.</p> <p>3.08 Problems regarding the computer services received from Region I and Skyward were resolved in a timely manner.</p>

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.