

Poquoson City Schools
JOB DESCRIPTION

TITLE: Finance Coordinator

This position is exempt or non-exempt

PRIMARY FUNCTION: Manage the Accounts Receivable and Accounts Payable functions for the division, Assist the Executive Director of Finance in areas of Budget Preparation, Financial Reporting, State Department of Education Annual School Report and Impact Aid

MINIMUM QUALIFICATIONS: Degree in finance related field or related experience and/or training; or equivalent combination of education and experience preferably in a school system.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of finances within a public school system necessary for working effectively with school personnel
- Knowledge of governmental regulations of accounting, budget principles and practices, auditing and financial reporting
- Knowledge of modern office practices, procedures, and equipment
- Ability to analyze, examine, and verify financial documents and practices and to prepare a variety of financial statement, reports, and analyses
- Ability to communicate effectively, orally and in writing
- Ability to work successfully with teachers, administrators and the general public

GENERAL PERFORMANCE RESPONSIBILITIES:

- Assists in the preparation of the annual budget, Department of Education Annual Financial Report, and the annual audit of the division and activity funds. Assists in the publication of all budget documents
- Manages the accounts payable function. Collects W-9 forms, processes all vendor payments accurately and timely, researches and resolves any discrepancies with vendors. Balances, pays and disperses checks for all direct bills, professional leave forms, etc.
- Manages accounts receivable function. Posts all State, Federal and Local revenues and reconciles monthly ledgers with State Department and trial balance reports with City Treasurer
- Maintains School Board Chart of Accounts
- Oversees School Bookkeepers in managing the Student Activity Funds and Online Payment System
- Processes monthly closeout reports of System-wide Budget and prepares finance reports for School Board Meeting
- Processes all journal entries required
- Maintains transportation cost report
- Maintains credit card accounts
- Prepares quarterly Medicaid Administrative Claims and Yearly Transportation Cost Reports
- Prepares yearly Impact Aid Survey Cards, data report and submits application to U.S. Department of Education
- Maintains the School Food Service Checking Account, processing all checks and balancing with the bank
- Maintains telecommunications system for Maintenance, Tech Support and Crisis Communication personnel
- Maintains the operation of SBO copy machines, postage machines and supplies needed
- Maintains Sick Leave Bank membership
- Answers telephones as needed and performs other duties as assigned

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan and contract length 248 days

REPORTS TO: Executive Director of Finance

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

October 2014