



LOWELL JOINT SCHOOL DISTRICT FISCAL SERVICES COORDINATOR

DEFINITION:

Under the administrative direction of the Assistant Superintendent of Business Services supervises all fiscal functions of the Business Office, performs all accounting procedures and assists with budget preparation and projections, and performs other duties as assigned.

TYPICAL TASKS:

1. Under the direction and organization of the Assistant Superintendent of Business Services performs work and provides direction and supervision to staff personnel in functions of accounting, payroll, attendance, accounts payable, cafeteria accounting, health and welfare benefits, purchasing, and year-end closing.
2. Provides training to staff in the area of fiscal services.
3. Assists in budget planning, preparation, and projections.
4. Inputs budget revisions to data processing system.
5. May assist the Assistant Superintendent of Business Services in the screening and selection of fiscal services personnel.
6. Answers questions and gives out information regarding fiscal services practices.
7. Liaison with County Office of Education, Business and Financial Services Divisions.
8. Maintains complete set of record books and general ledger on all funds and accounts, and reports on income and expenditures.
9. Monitors daily computer exception reports, makes necessary corrections and submits updates to County Superintendent of Schools. Distributes monthly budget printouts to administrators, responds to and resolves questions and problems regarding content.
10. Monitors accounts receivable, records payments and makes deposits.
11. Enters balances, and deposits monies received by the District. Reconciles incoming bank statements against monies deposited.
12. Screens financial documents for accuracy and adherence to legal and procedural requirements. Establishes account classifications and verifies budget codes or purchase orders and payroll distribution.
13. Computes fees and labor costs connected with civic center permits, prepares invoices and bills organizations.
14. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school. Successful completion of upper level courses in accounting or related subjects is desirable. Knowledge of financial record keeping, accounting principles and computer based budgeting systems. Three years of advanced clerical, accounting, or budgeting experience is required. Additional experience may be substituted for the required education on a year-to-year basis.

SUPERVISION: Assistant Superintendent of Business Services

OVERTIME STATUS: Exempt **COLLECTIVE BARGAINING STATUS:** Management

WORK PERIOD: 12 months per year; 5 days per week; 8 hours per day