



## POSITION TITLE

1460 – Coordinator of Finance

Salary Range \$104,588 to \$159,573

## GENERAL DEFINITION AND CONDITIONS OF WORK

Performs difficult professional and difficult administrative work assisting with the planning and supervising of the operations of the finance office; does related work as required. Work is performed under the general supervision of the Chief Financial Officer. Supervision is exercised over all office personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## ESSENTIAL FUNCTIONS/TYPICAL TASKS

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with

- **Assisting the Chief Financial Officer with the management of all financial functions in the areas of general accounting, operating, food and nutritional services (FNS), grants, and capital budgets and finance administration, including supervision of all finance staff.**
- Oversees and supervises the preparation and maintenance of accounting and financial functions, implementing all computer operations, maintaining files and records; preparing reports
- Coordinates the general and budgetary accounting activities, accounts payable/receivable, payroll, benefits and related records;
- Designs complex computer reports for all departments and assists all departments with the financial software including approval chains;
- Performs month end, calendar and fiscal year end in financial system;
- Maintains scheduled deadlines for processing of payroll and accounts payable;
- Assists in performing annual evaluations of all finance staff;
- Coordinates programming needs with outside contractor; assists with maintenance of the financial system and all related modules;
- Establishes and maintains audit trails and ad hoc reporting including difficult analysis reports which provide internal audit information;
- Manages and coordinates the direct deposit and financial transfers both incoming and outgoing;
- Oversees the preparation of the bank balance, summary statements and fiscal reports for local, state, and federal agencies;
- Coordinates cash transfers with City Treasurer's Office to maintain cash flow;

- Performs a wide variety of related accounting and administrative tasks;
- Performs related tasks as required.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; skill in the operation of financial software and personal computer equipment; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with associates and peers.

## EDUCATION AND EXPERIENCE

Education: A Bachelor's or Master's degree from an accredited college or university with major course work in business administration or finance and at least 5 years extensive increasingly responsible experience in finance or accounting and staff supervision.

## AA/EOE STATEMENT

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## JOB REVISION INFORMATION

Revised:  
Created: