

## **Anniston City Schools**

**Job Title: Finance Coordinator**

**Reports To: Chief School Financial Officer**

### **Minimum Qualifications:**

- Bachelors or Master's degree in accounting, finance or a closely related field. Certified Public Accountant (CPA) certification highly desirable.
- Minimum of three years of successful experience in preparing financial reports, maintaining accounting records, setting up finance procedures, working with school budgets and completing year-end closing operations.
- At least three (3) years of supervisory experience.
- Knowledgeable of governmental accounting requirements, particularly those sections covering school finance requirements, school finance formulas, accounting procedures, and the audit process.
- Prior successful experience with principles, practices and methods of financial management, economic analysis, budget preparation and control.
- Considerable knowledge of computer applications, spreadsheets, and word processing. McAleer/NextGen experience preferred.
- Ability to meet deadlines, schedule tasks, and prioritize work in a fast-paced environment with attention to detail and accuracy.
- Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels.
- Flexible and able to multi-task, while also driving toward clarity and solutions; demonstrates resourcefulness in setting priorities and guiding investment in people and system.

### **Performance Responsibilities:**

1. Provides daily support for CSFO in management of annual budget, payroll, local school accounting, fixed-assets, inventory, investments and purchasing processes for the District.
2. Assists in the preparation of all annual state requirements such as the Indirect Cost Application, Annual Pass-Thru Calculations, Budget Preparation and Amendments, Year-End Close-out, Financial Reporting, and all supplemental schedules as required.
3. Supervises journal entries for proper financial reporting purposes and ensure all transactions are timely and accurately recorded for annual preparation of financial statements.
4. Supervises the receipt and disbursement of District's funds and coordinates monthly reconciliation of Central Office bank accounts in conformity with approved policies and administrative procedures.

5. Provides oversight of all financial data for local schools and consults with local school support staff to ensure procedures are correctly adhered to and transactions interfaced into the general ledger accounting system.
6. Assists CSFO in support of District's Supervisors, Principals and Administrators with fiduciary responsibilities, budgets, grants, and allowable uses of funds. Conducts formal/informal financial training to departments across the district.
7. Assist Federal Programs Administrators with budgets & program applications and provides governance for federal funds in compliance with required regulations.
8. Assists in the on-going, updating of the Accounting Manual and recommends improvements in accounting system or procedures system-wide; alerting CSFO when appropriate, to potential problems.
9. Assists with the development of on-going professional development activities for administrators, principals, teachers, secretaries and other staff in regard to accounting/fiscal policies.
10. Performs hands-on internal audits of local schools and central office departments to document financial operations and support effectiveness of the District's internal controls and reporting systems.
11. Coordinates District's preparation of annual financial, compliance & operational audits and works with CSFO and external auditors to address deficiencies and operational improvements, while serving as an additional administrative contact for financial operations.
12. Supervises Finance support staff in meeting departmental requirements.
13. Applies ability to multi-task, prioritize tasks and assignments, and delegate when appropriate.
14. Performs additional duties as deemed necessary and/or delegated by the CSFO and/or Superintendent.

*This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties assigned. The Anniston City Board of Education reserves the right to amend the job description as needed.*

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of personnel and will be conducted by the Central Office Staff/principals.

Terms of Employment: As established by the Board and applicable State law.