

**TRUSSVILLE CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

**POSITION TITLE:** Office Coordinator

**QUALIFICATIONS:**

1. Minimum High School Diploma or Equivalent, supplemented by general knowledge of bookkeeping or accounting.

**JOB GOAL:** To maintain and provide accurate financial records of all school activity funds to assist Teachers, Principals, Administrators, and other staff members create an environment that enables students to learn at high levels.

**REPORTS TO:** Principal & Chief School Finance Officer

**EVALUATION:** Trussville City Board of Education Personnel Evaluation Plan

**PERFORMANCE RESPONSIBILITIES/EXPECTATIONS:**

1. Demonstrates a high degree of professionalism and ethics, mutual respect between and among adults and students, works cooperatively with the Board, the Superintendent, the Directors, the Administrators, certificated and non-certificated personnel, parents, and students to provide timely customer service.
2. Demonstrates initiative and competence by engaging in professional development and exude professional ethics.
3. Works with district finance personnel to ensure compliance with all local, state, and federal financial regulations and policies.
4. Enter data on computer and produce periodic computer-generated reports.
5. Maintains financial records for all school activity funds utilizing district-wide financial management software.
6. Plan and perform the recording of transactions related to accounts payable including but limited to requisitions, purchase orders and invoices.
7. Reconciles and processes all invoices and accounts payable checks.
8. Maintain payroll transactions and be knowledgeable of those procedures.
9. Reconcile school reports and bank statements in a timely and accurate manner.
10. Receives and deposits daily receipts according to system procedures.
11. Keep records and controls of school budget transactions.
12. Files and prepares documents and other reports as directed by the Principal, the Board, Superintendent, and/or Directors.
13. Follow attendance, punctuality and dresses in a professional manner.
14. Maintain confidentiality regarding school/workplace matters.
15. Respond to inquiries and concerns in a timely manner.
16. May be required to work beyond the 40-hour week.
17. Attends all meetings as required by the Superintendent.
18. Perform other duties as assigned by the supervisor.

Board Approved:        May 10, 2010  
Amended: