



Littleton Elementary School District Position Description

TITLE: Finance Coordinator

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform professional, technical and analytical duties in budget development and budget management and accounting and finance. To assist the Chief Operations Officer in the supervision of Business Resources staff and to provide support and guidance to school and department staffs.

PRINCIPAL DUTIES: (essential functions)

- Consults with staff and managers to analyze, facilitate and resolve budget issues.
- Administers maintenance of district accounting software by oversight of workflow, permissions, roles and user security rights.
- Assists in maintaining a continuous internal auditing program of District funds.
- Responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Monitors and assists with compliance with Federal, State, and District policies and practices; oversees the maintenance of Business Resources records and assures compliance with State and Federal regulations.
- Performs research and analysis on special finance projects, and prepares reports based on the findings and results; assists the Chief Operations Officer in policy administration including researching and interpreting regulations, and advising on budget development and implementation issues.
- Compiles extracts and analyzes statistical data on District operations, and prepares technical reports as required.
- Conducts group trainings and meetings.
- Explains rules, policies, and procedures within the scope of authority; refers technical questions and matters requiring policy interpretation to the Chief Operations Officer for resolution.
- Maintains absolute confidentiality of all work-related matters, personnel records and information.
- Monitors budget limits and ensures budgets are not exceeded.
- Develops and manages the District's capital plan.
- Prepares written materials for the purpose of documenting activities, providing written references, ensuring compliance and or conveying information.
- Acquires knowledge in software for the purpose of customizing data, tracking expenditures, and updating budget information.
- Maintains a high level of ethical behavior.
- Performs other duties as assigned.

Finance Coordinator
July 2014

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District organization, operation, policies and procedures.
Knowledge of State and Federal laws, statutes, rules, codes and regulations governing school finance activities and functions.
Knowledge of procedures for management of school finance.
Knowledge of computer spreadsheet and database software applications and other Microsoft Office tools.
Knowledge of general office processes and procedures.
Knowledge of safe work practices.

Skill in analyzing school finance issues, collecting information, and recommending methods, procedures and techniques for resolution of issues.
Skill in interpreting and explaining technical school finance policies and procedures.
Skill in interpreting and applying relevant County, State and Federal statutes, rules and regulations.
Skill in researching, collecting, and analyzing data, and preparing reports.
Skill in maintaining confidentiality of District issues and personnel information, according to the standards of the Privacy Act of 1974, {5USC § 552A}.
Skill in entering information into a computer system with speed and accuracy.
Skill in operating personal computer utilizing standard and specialized software.
Skill in public relations and customer service.
Skill in establishing and maintaining effective relationships with co-workers and others.
Skill in creating and writing reports, business correspondence and written communications.
Skill in speaking to large and small groups and responding to questions from customers, employees and community members.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

PREFERRED QUALIFICATIONS: High School diploma or equivalent required, Bachelor’s degree preferred; AND at least three (3) year’s experience in a governmental agency’s finance or business department; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License.

TERMS OF EMPLOYMENT: Twelve months per year, Coordinator OPS placement.
Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____

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