

## Accounting Department Coordinator

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Paraprofessional	PEU Local 1	65	08/01/2005	Classified	1 of 2

**DEFINITION:** Under general direction of the manager, this position coordinates District Accounting Department administration and office activities as well as provides paraprofessional administrative, accounting and technical support.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Administers finance contract system that includes contract preparation, board agenda submission, record all expense contracts as blanket purchase orders, and maintains contract files and database in order to provide reports and information.
- Maintains the District Office Revolving Fund, prepares checks, maintains the accounting records, prepares bank reconciliation for review by accounting management, and prepares and submits reimbursement documentation.
- Handles departmental administrative duties including orders equipment/supplies, insures regular equipment maintenance, schedules meetings, composes correspondence, reports and other materials, monitors monthly absence reports with accounting management and ensures department records are properly maintained.
- Monitors the departmental budget, prepares departmental journal entries and budget transfers, processes invoices for payment.
- Prepares daily cash log including receiving all checks delivered by mail, making copies of the checks, recording the check in the check log by date, and distributing checks to the District Accounting Specialist for deposit.
- Serves at the banking/credit card liaison for the District including obtaining check signing cards, updating the check signing machine when required and notifying the County of any signature changes, and preparing wire transfer forms (outgoing), obtaining appropriate signatures, and determining appropriate action to vouchers.
- Performs minor bank reconciliations including the Electronic Funds Account.
- Supervises/oversees the file clerk(s) to insure timely check disbursements and filing.
- Exercises functional and technical supervision over File Clerk.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles and methods of general accounting; basic book-keeping and reconciliation practices; contract management; methods, techniques, and procedures used in planning, developing, and delivering an administrative program; personal computers using word processing, spreadsheet, database and presentation software.

**Ability to:** Independently perform assigned administrative duties with speed and accuracy; communicate effectively both orally and in writing; prepare fiscal, statistical and narrative reports in a clear and concise manner; proficiently use spreadsheet or word processing software running on a micro computer; establish and maintain effective working relationships; learn and understand all aspects of assigned function; serve as a resource person to district staff.

**Education/Training:** Equivalent to the completion of an AA/AS degree from an accredited college with major course work in accounting, finance or related field.



### Accounting Department Coordinator

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Paraprofessional	PEU Local 1	65	08/01/05	Classified	2 of 2

**Experience:** Five years experience of progressively responsible experience in accounting, finance or full charge bookkeeping.

**Actions:** Newly created classification adopted by the Governing Board on 7/27/05.