

Job Title: Finance Coordinator

Reports to: Director

Terms of Employment: 12 Month

Support Staff Salary Scale

240 days per year, 8 hours per day

Status: Exempt

#### General Summary

Under general supervision conducts bookkeeping duties related to the school's financial activities. Performs such duties as verifying purchase order information, maintaining records and ledgers, preparing financial statements, etc.

#### Essential Functions

- Supports and upholds the mission, vision and strategic goals of Felton Laboratory Charter School.
- Effectively interacts, communicates and collaborates with all stakeholders.
- Establishes a safe, supportive, positive and productive working and learning environment.
- Conducts a wide variety of bookkeeping duties including, but not limited to, maintaining financial records, recording transactions in subsidiary ledgers, summarizing and balancing entries, transferring data to general ledgers, identifying and correcting incorrect postings, maintaining and coordinating budget related transactions, etc.
- Receives, verifies and processes purchase orders from schools and/or departments and keys information into computer; verifies purchase orders against invoices for payment; enters fixed asset information into computer systems; communicates with vendors as needed.
- Reviews purchasing card transactions and balances to insure accuracy of payments.
- Communicates and assists school personnel with accounting issues, account balances, etc.
- Prepares district, state and federal records and reports, budgets, grant applications and entries for data systems as required.
- Ensures accuracy of reports for the School Board and Superintendent.
- Maintains files on financial activities.
- Receipts and processes monies received from schools, departments, individuals, and state and federal funding sources and posts to appropriate accounts.

- Performs secretarial and clerical duties associated with office activities.
- Prepares and maintains employment, payroll, benefits and attendance records as assigned.
- Monitors and resolves banking issues, deposits, payment discrepancies and fee anomalies.
- Communicates with banking facilities as needed.
- Communicates with outside recovery agencies and schools resolving returned check issues.
- Assists in assembling information for external auditors for annual audit.
- Maintains confidentiality regarding all employee and student information.
- Participates in all professional meetings and training sessions as required.
- Selects, requests, and maintains an inventory of technology tools, equipment, supplies and materials needed for daily activities; provides for safe storage and proper use of all tools, equipment and materials.
- Effectively uses personal computing devices and software applications for the management of pertinent information and communication.
- Manage the resources of the school food service program towards maintaining a financially sound, nutritionally adequate, self-supporting school food service program consistent with local, state, and federal regulations.
- Maintain records on food and supplies received and used.
- Performs other related duties as required.

#### Minimum Education/Work Experience

- Minimum education level is a high school diploma with two to three years of secretarial, accounting and bookkeeping experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

#### Preferred Qualifications

- Associate degree in accounting, bookkeeping or finance
- Minimum of two years' experience working with accounts payable processing

## Knowledge/Skills

Knowledge of the policies, procedures and activities of the school which pertain to the specific duties and responsibilities of the position. Knowledge of departmental policies, procedures, and operations. Advanced knowledge of the principles of office management and organization. Knowledge of and skill in the preparation, maintenance and submittal of various school, district, state and federal records and reports necessary for the position. Ability to demonstrate proper maintenance, safe operation and utilization of equipment, materials and supplies used in daily activities. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and to complete work without the need for direct supervision. Advanced data entry, mathematical, accounting, word processing, and written/verbal communication skills. Ability to maintain confidentiality of employee and student records and information. Ability to interact and communicate in an effective and professional manner with supervisors, co-workers, teachers, students, and the general public. Knowledge and skill in software and systems applications necessary for the position. Ability to demonstrate high level application of technology devices in the performance of daily activities.

## Working Conditions

Conducts duties in an office environment with no significant exposure to environmental conditions. Requires ability to maintain constant attention and meet deadlines. Physical demands are restricted to office work requiring lifting/moving of items weighing up to twenty-five pounds. Local travel is required; no overnight travel is required. Job requires the operation of standard office and technology equipment.

## Responsibility

Budgetary responsibility as delegated by supervisors. No supervisory responsibility.

## Evaluation

Performance of this job will be evaluated annually in accordance with the provisions of the School Board's policy on Evaluation of Support Personnel.

## Disclaimer Statement

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required