

JOB TITLE: Financial Compliance Coordinator

STATUS: Exempt

REPORTS TO: Chief Financial Officer

TERM: 240 Days

DEPARTMENT: Business Office

PAY GRADE: A02

Primary Purpose

Plan, direct, and implement a compliance program to ensure compliance with accountability standards, laws, regulations, and policies. Examine the effectiveness of the district system of internal control.

Qualifications:

Education/Certification:

- Bachelor's degree in accounting, management, finance, or business.

Special Knowledge/Skills:

- Strong analytical, organizational, communication and interpersonal skills
- Ability to plan and conduct financial and management audits
- Knowledge of generally accepted accounting principles
- Understanding of Bulletin 679
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to use personal computer to produce required reports

Experience:

Five years school district finance experience.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Review the reliability and integrity of financial and operating information and the means used to identify, measure, and classify such information.
2. Review departmental records, reports, documentation, and operating procedures to ensure compliance with federal and state law, State Board of Education rule, local board policy, and administrative procedures.
3. Review the economy and efficiency with which resources are employed, including equipment, buildings and manpower
4. Review the means of safeguarding assets and verify the existence of such assets
5. Review financial operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations and programs are being implemented as planned

6. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.
7. Comply with all district routines and regulations.
8. Maintain a positive and effective relationship with supervisors
9. Effectively communicate with colleagues

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress; interpret policy, procedures, and data; coordinate district functions

Physical Demands/Environmental Factors:

Frequent prolonged and irregular hours; Repetitive hand motions; prolonged use of computer; steady phone interactions; moderate standing, walking, and bending

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date