

COORDINATOR, ACCOUNTING SERVICES**DEFINITION:**

Under general direction of the Assistant Superintendent, Business Services, plan, direct, organize, and supervise management of the District's Accounting Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative direction to supervision of the District's Accounting Services.
- Conduct financial projections and analyses of District income and expenditures relative to budget planning;
- Analyze growth, development and changes likely to affect District operations, including the financial impact of proposed legislation.
- Plan, advise, and coordinate accounting functions, statistical and financial analysis; assist in the recommending of funds to maximize income and coordinate short term and long term financial reports.
- Plan and direct a continuing internal audit process; coordinate fiscal year independent audit.
- Prepare and review board agenda items for accounting and budgeting.
- Participate in the selection of subordinate personnel, training of employees, evaluate work, recommend transfer, promotion, and retention.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles and practices of budgeting, accounting, auditing, purchasing, principles of systems analysis and cost accounting; principles of management, training, and supervision.

Ability to:

Plan, organize and direct complex programs of fiscal services; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

B.A. degree in accounting or business management or equivalent specialized training and experience.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License, if required.

Board Approved: February 2, 1988

Revised: September 2, 1997

Revised: February 10, 1998 effective March 1, 1998

Revised: October 8, 2002

Revised: July 8, 2008