

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Coordinator Administrative Services	FLSA:	Exempt
Department:	Varies	Salary Grade:	50
Reports to:	Assistant Superintendent	Salary Schedule:	Classified Management

SUMMARY

Under the direction of the Assistant Superintendent, performs the budgeting functions of CUSD and provides accurate and timely budget information on financial data that can be used for current and future budget decisions. Responsible for all budgeting and position control accounting. Responsible for communication and coordination with Human Resources and Payroll related to position control.

NATURE AND SCOPE

The Coordinator of Administrative Services is responsible for budget development processes and daily budget operations. The Coordinator requires a demonstrated ability to facilitate all phases of the budget development process, organize day-to-day accounting for budget-related transactions and adjustments and oversee position control.

ESSENTIAL TYPES OF DUTIES (Examples)

- Manages and supervises the budgeting process for the District. Facilitates the preparation, administration, and execution of the CUSD budget and budget reports. Assists District and site administrators with preparation and interpretation of budget items.
- Assists the Assistant Superintendent in the preparation and administration of all financial statements, including but not limited to the annual budget, quarterly financial reports and year-end financial report.
- Implements salary and benefits encumbering and manages ongoing regular processes to insure accuracy of encumbering.
- Prepares various ad hoc and regular recurring reports for departments and external agencies including those mandated.
- Assists the Assistant Superintendent with revenue and expense transfers. Reviews expense requisitions for compliance, analyzes variances and resolves variances with department heads.
- Provides technical expertise to senior staff for all related budget areas and position control areas.
- Conducts budget and position control trainings for all district staff and site administrators.
- Assist the Assistant Superintendent in filing Federal, State and local financial reports as required for actual revenues and expenditures reporting.
- Maintains a complete set of records of financial transactions by overseeing, reviewing, and entering transaction details onto an established financial accounting system. Classified, codes, and consolidates charges, rates, and related financial information to either municipal or double-entry accounting system.

- Assist the Assistant Superintendent in preparing periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable (reimbursement) summaries, and other accounts that contribute to a complete accounting of the activity of the organization unit.
- Assist the Assistant Superintendent related to addressing audit exceptions, regulations, and reporting requirement changes and creates accounting practices and procedures to adhere to changes needed.
- Assists in identifying, and participates in maintaining, sound internal accounting controls. Applies pre-established accounting controls to balance sheets, fund accounts and special accounts according to generally accepted accounting principles.
- Maintains current knowledge of the State's Standardized Account Coding Structure (SACS) compliance issues. Develops expertise in the automated accounting and general ledger system including data reporting applications and special provisions.
- Files Federal, State and local budget reports as required. Prepares various ad hoc and regular recurring reports for external agencies including those mandated.
- Perform complex analytical and technical tasks involving the position control system for Budget Development and the preparation of the annual District budgets. Accounts for staffing formulas and Allocated Personnel Units (APUs).
- Acts as liaison with Human Resources, Technology Services, and Payroll departments to provide increased understanding of budget, position control and payroll issues.
- Responsible for ensuring that all authorized positions are in the position control system in a timely fashion. Sets up the authorized positions and establishes the job codes for those positions.
- Performs other duties as required and assigned.

QUALIFICATIONS

Knowledge and Skills: Considerable knowledge of the principles and procedures of accounting, auditing, and finance with additional expertise in budget preparation, administration, and position control. Comprehensive understanding of District operations, policies, procedures, and goals is essential. Thorough knowledge of District financial processes and programs is essential. In-depth knowledge of Federal, State, and local laws and regulations applying to District budget and financial operations is essential.

Abilities: Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare complex analyses of systems and write reports which adequately communicate problems and solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and financial timelines. Requires the ability to communicate and work with a wide range of contacts including senior officials, senior administrative staff, community members and peers. Requires the ability to organize, plan and prioritize in order to handle multiple projects simultaneously.

Education and Experience: Bachelor's Degree and three years of relevant experience in accounting, budgeting, public financial management or closely related field required. Experience in a school business or accounting office is preferred. Additional work experience may be substituted for higher education.

Licenses and Certificates: Requires a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.