

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Page 1 of 4

**TITLE: ACCOUNTING COORDINATOR**

**JOB GOAL:** To assist in District budget development, revision, monitoring, auditing and performing special accounting projects as required or assigned.

**QUALIFICATIONS**

Knowledge of:

1. State and District laws, policies, rules and regulations pertaining to school accounting and record keeping requirements and standards.
2. Standardized Account Code Structure and other relevant laws and regulations.
3. Student attendance accounting procedures and regulations.
4. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
5. School district budgeting methods and processes.
6. School district audit guidelines and procedures.
7. Principles and practices of administration, supervision, and training.
8. Effective public speaking techniques.
9. Bargaining Unit contracts and negotiation techniques.
10. District organization, operations, policies and objectives.
11. Interpersonal skills using tact, patience, and courtesy.
12. Oral and written communication skills.
13. Correct English usage, spelling, grammar, and accounting terminology.
14. Ledger, statistical, and record-keeping procedures.
15. Safety rules and regulations for this position.

Ability to:

1. Be a productive and active team member.
2. Prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision.
3. Analyze, develop, and monitor budgets.
4. Perform long-range planning and forecasting.
5. Establish processes and procedures to improve compliance with state audit guidelines.
6. Operate office machines and equipment including a copier, personal computer, and calculator proficiently.
7. Work successfully with diverse groups of people. Provide work direction and guidance to other employees.
8. Present and maintain a pleasant appearance and demeanor.
9. Understand and carry out oral and written instructions, policies, and procedures.
10. Receive and give information over the telephone or in person in a courteous manner.
11. Plan, direct, and supervise the work of assigned staff.
12. Communicate effectively and tactfully in both oral and written forms.
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
14. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.

**Job Description      Accounting Coordinator**

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Ability to (continued)

15. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
16. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience:

1. Two (2) years of college accounting courses required, including courses in data processing, accounting, information management or similar subjects.
2. Bachelor's Degree and/or Accounting Certificate desirable.
3. Two (2) years of successful experience in accounting, financial, or statistical records management, preferably with a majority of experience within a school district setting; any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
4. Successful experience in supervising employees in the area of accounting.
5. A good work history and attendance.

**REPORTS TO:**            Director of Fiscal Services or designee

**SUPERVISES:**         Accounts payable, accounts receivable, attendance accounting personnel and/or payroll personnel.

**ESSENTIAL FUNCTIONS**

1. Independently oversees and performs complex accounting operational functions critical to the function of the Business Services division.
2. Provides leadership and training to Business Services staff, District staff, and school site staff on systems and processes.
3. Plans, coordinates, and oversees the District's accounting department.
4. Supervises and evaluates assigned staff.
5. Assists in the preparation of the annual budget.
6. Assist in the budget development and implementation process.
7. Assist District and site level staff in planning and conducting workshops related to budget development, student attendance accounting, ASB accounting, and other related fields.
8. Assist in the maintenance of budget position control.
9. Assist in monitoring and follow-up of District audit findings.
10. Prepares and assists in the preparation of budgets and Board budget reports.
11. Follows District policies and procedures.
12. Knows and understands the Mission and Core Values of the District.
13. Maintains and controls an encumbrance accounting system.
14. May assist with internal auditing of District, site, and department accounting records.
15. Operates personal computer to generate lists, updates records, monitors expenditures, responds to requests, etc.
16. Participates in District in-service training as required.
17. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.

**Job Description      Accounting Coordinator**

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**ESSENTIAL FUNCTIONS** (continued)

18. Provides accounting services essential to the preparation, administration, and supervision of District funds.
19. Uses and understands complex financial software such as the District Financial System and/or Student Information System.
20. Verifies accuracy of computer generated reports; adjusts/corrects information as needed.
21. Performs other related duties as assigned.

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

**OTHER FUNCTIONS**

1. Clears files at designated intervals.
2. Obtains and provides financial data for county office and District departments as assigned.
3. Searches records and files to prepare reports and summaries.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.*

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.

**Job Description      Accounting Coordinator**

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**SPECIAL REQUIREMENTS** (continued)

2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:**      Twelve-month work year  
   Classified Management

**EVALUATION:**      Performance of this job will be evaluated in accordance with Board of Education policy and provisions of professional personnel. The evaluation will be given by the Director of Fiscal Services or designee.

Approved by:      Board of Education      Date:      December 14, 2021

**Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.