

ACCOUNTING COORDINATOR (FINANCE)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for coordinating and organizing a variety of financial activities to ensure the efficient flow of financial transactions and operations. The work is performed under the direction of a financial manager or administrator and supervision is provided to other staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the maintenance of accounting records;
Reviews financial transactions, including payroll, to ensure proper processing and recording of data;
Reviews internal accounts as well as bank accounts, and reports any discrepancies to management;
Audits bank reconciliations;
Reconciles inter-fund transactions;
Prepares bank deposits and reconciles and balances accounts;
Meets with management and staff to discuss the status of current activities and participates in the planning and formulation of solutions to improve procedures and alleviate operating problems;
Supervises the activities of account-keeping staff;
Acts as liaison with County departments and vendors regarding issues related to checks, journal entry errors, etc.;
Monitors and assesses weekly cash needs and makes recommendations for the investment of cash;
Oversees and participates in the recording of warrants in appropriate checkbooks, calculates cash needs by fund, and prepares weekly cash requirements;
Transfers cash between accounts, as necessary;
Reads and interprets court orders for bail, completes necessary related forms and documents and makes appropriate cash disbursements;
Oversees and participates in reviewing and managing cash and check deposits, including procedures to handle returned checks, recordkeeping, verifications, etc.;
Uses computer applications and other automated systems (e.g. spreadsheet, word processing, email, database software) in performing work assignments;
Performs special assignments and completes special projects, as directed by a manager or an accountant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of bookkeeping and/or account-keeping practices applicable to municipal fiscal operations; good knowledge of office terminology, procedures and equipment; working knowledge of accounting principles, practices and procedures; ability to coordinate and complete fiscal projects; ability to perform account analysis; ability to understand and interpret written material; ability to maintain financial records and prepare clear, accurate reports; ability to establish and maintain effective working relationships with others; ability to supervise the work of account-keeping staff; ability to use computer applications and other automated systems in the completion of assignments*.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and seven (7) years of account-keeping and/or bookkeeping experience in a municipal finance office, at least three (3) years of which must have been above an entry-level account-keeping clerical position and at least one (1) year of which must have included supervision of staff.

NOTE:

An Associate's degree or higher that included or was supplemented by a minimum of nine (9) credits in Accounting, Finance, Business Administration, or comparable, may be substituted for two (2) years of the required general experience.

*To be demonstrated during the probationary period.