

**FAIRFIELD PUBLIC SCHOOLS
ACCOUNTING COORDINATOR**

Position Title: Accounting Coordinator
Department: Business Office
Reports to: Director of Finance and Business Services

SUMMARY: Performs accounting, auditing and supervisory work of complexity and variety in maintaining the accuracy of financial data and timeliness of reporting in all fiscal areas of the district's business services. Serves as the principal liaison between Town, State and Federal government offices on fiscal matters, and submits required reports to respective government agencies. The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

Job Specific

- Performs auditing, calculating, posting and verifying tasks in overseeing financial record keeping in a centralized accounting control system and to ensure balances with the Town.
- Assists with the preparation of the annual financial report, currently ED 001.
- Assists in preparation and monitoring of annual budget.
- Analyzes office and administrative procedures. Makes recommendations to the Director of Finance to improve workflow and to effect efficiencies.
- Supervises payroll, benefits and payables staff in daily operations and evaluates in collaboration with the Business Systems Analyst and Director of Finance and Business Services.
- Establishes and maintains financial and office administrative records/files as needed.
- Responsible for filing of the quarterly 941 statements.
- Perform other duties and assume other related responsibilities as may be assigned by the Director of Finance and Business Services.

General

- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position.
- Ability to reason logically, draws valid conclusions, and makes appropriate recommendations.

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in accounting or equivalent bookkeeping experience. Extensive experience with financial accounting systems. Excellent computer skills related to financial accounting software.
- Minimum of 5 years experience working in the accounting/bookkeeping field. School finance experience preferred.
- Ability to work independently, to organize work and to manage details.
- A thorough working knowledge of Microsoft Word and Excel.
- Must be able to acquire a working knowledge of Board of Education policies and procedures.
- Must be able to examine, analyze and interpret system financial records, and to recommend improvements for increased accuracy, efficiency and productivity.
- Ability to apply principles of accounting to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form.
- Must be able to acquire a proficiency in departmental computer applications, including State Department of Education interfacing applications.
- The ability to keep confidential matters relating to personnel, students, administration and all other data as found in a school district.

TERMS OF EMPLOYMENT:

- Full-time, 12 month position; 40 hours per week.