

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I - ACCOUNTING FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, applies principles of cost accounting to provide detailed expense and revenue information beyond that supplied by the general ledger accounting system for specific projects. Employee must have the ability to utilize a complex chart of accounts and recognize appropriateness of account codes throughout all phases of various work assignments. Work involves maintaining complete and systematic records of financial transactions (revenue sources/receipts, requisitions/encumbrances, payments, adjusting journal entries) on a daily, weekly, and monthly basis. Employee is also responsible for preparing related financial reports, which requires the application of accounting and bookkeeping principles within fiscal regulations including federal, state and local regulations and policies. Work requires the use of current technology for establishing and maintaining records and producing reports. Reports to the Program Administrator III - Accounting Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains complete and systematic records of financial transactions (revenue sources/receipts, requisitions/encumbrances, payments, adjusting journal entries) on a daily, weekly, and monthly basis.

Maintains records of a variety of transactions according to individual fund accounts; receives copies of invoices, financial statements, bank deposits and/or related fiscal records, and reconciles with the Districts' School records to prepare and submit reports to appropriate agencies or companies; records transactions in journals, ledgers and special forms, preparing and adjusting entries as necessary.

Remits payroll withholding including but not limited to United Way contributions, COBRA and cafeteria benefit withholdings.

Utilizes current technology and various spreadsheet, word processing and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; selects data from varied sources and summarizes information for standard reports and forms. This includes but is not limited to collection and remittance of monthly sales tax reports from each school, calculation of employers share of health, dental and life insurance and remittance of these amounts as well as amounts deducted from employees' pay for each of these, collection and

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maintenance of information from individual schools as well as school system records for filing of annual sales tax refund, quarterly and annual labor reports.

Prepares monthly reconciliation of state agency reports of federal and state program expenditures with school system reports of federal and state program expenditures; generates any necessary journal entries or notifies Executive Director of Financial Services of any adjustments necessary to state agency records. Prepares, enters and monitors request for state and federal funds.

Monitors funding/cash flow requirements versus budgeted appropriations/ expenditures and advises appropriate supervisory staff as to material deviations from estimated cash flows.

Prepares cash receipts; determines account codes for all receipts; prepares and transmits electronic bank deposits utilizing most current technology available; monitors daily balance in all bank accounts, prepares and submits stop-payment requests to banks, as necessary; and monitors payroll direct deposit for returns, credits and closed accounts for reporting to the payroll department.

Moves dollars in and out of investment accounts as necessary to maximize earnings.

Handles weekly wire transfers for payments of flexible spending accounts, workers compensation, dental insurance benefits, as well as any other transfers required.

Prepares standardized and/or as requested reports to the Accounting Manager, Assistant Finance Officer, Senior Finance Officer, Superintendent, Board of Education, Guilford County Government, NC Department of Public Instruction and/or State Treasurer.

Researches issues of coding on payroll expenditures, payroll collections, coding on non-salary expenditures and determines required steps for resolution.

Submits detailed refund requests between state, local and federal funds for salary and non-salary expenditures utilizing state software. Prepares journal entries if necessary.

Submits monthly transportation refunds through state reporting system.

Maintains files for all refunds/transfers.

Runs queries in the AS400 as necessary when working with refunds/transfers of payroll expenditures.

Records monthly federal and state programs expenditures and prepares requests for federal and state reimbursements, as appropriate; reconciles receipt of federal and state funds with requests and prepares acknowledgment of receipts.

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Maintains files and prepares lists of accounts receivable (telephone, transportation, utilities, substitute teaching, misc.); prepares cash receipts and bank deposits; prepares and submits stop-payment requests to banks, as necessary.

Identifies and creates journal entries to correct payroll coding errors and accounts payable coding errors as necessary.

Maintains detailed records of employees' benefit status while on leave.

Works with Benefits to determine non-payment status of employees.

Prepares and enters journal entries into computerized financial software as necessary.

Reconciles and analyzes bank accounts researching any discrepancies and preparing journal entries as necessary.

Submits direct deposit summary information to financial institutions when data is transmitted.

Submits detailed refund requests between state, local and federal funds for salary and non-salary expenditures as necessary.

Calculate and prepare direct pays for indirect costs for all federal grants to the level of detail required for each grant.

Prepares miscellaneous revenue account analysis to identify refunds due to other funds/agencies.

Assists in location of records and preparation of worksheets for annual audit.

Documents accounting procedures for submission to auditors. Works directly with external audit staff as necessary.

Prepares lists of accounts receivable; prepares and mails invoices as necessary; maintains accounts receivable files from transportation department, substitute teachers, utilities, specific grants, etc.

Builds positive pay files for all bank accounts and uploads directly to financial institutions daily. Reviews daily reports from financial institutions to resolve any exceptions.

Maintains files of canceled payroll and expense checks; enters payroll and expenditure voids. Cancels invoices as necessary. Records salary collections as negative manual checks in employee earnings file in payroll system.

Prepares direct pay requests for approval of Chief Financial Officer or designee. Uses knowledge of the chart of accounts to determine appropriateness of accounts charged.

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Prepares and electronically files for publication annual escheat reports; compiles data for Labor Report and submits to state agency.

Prepares account adjustments for overpayment to employees and for incorrect withholdings; prepares refunds checks for withholding adjustments.

Works directly with external auditors in preparation of reports, account reconciliations, procedures documentation and other issues.

ADDITIONAL JOB FUNCTIONS

Reviews/audits payments on vendor accounts processed by accounts payable technicians. Verifies vendor information, invoice data and account code.

Records transactions in journals, ledgers and special forms preparing and adjusting entries as necessary.

Prepares miscellaneous revenue account analysis to identify refunds due to other funds/agencies.

Assists in functions of mailroom, as necessary.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in accounting, cost accounting, governmental/fund accounting or a related field with a Bachelor's degree preferred, and 3 to 5 years of experience in technical accounting/finance work involving computer spreadsheet applications and analysis; or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, etc. Requires the ability to prepare correspondence, tax forms, reports, etc., using proper format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the operation of a computer and all peripheral equipment.

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Ability to type accurately at a rate of speed required for this position.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Thorough knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

Thorough knowledge of state, local and school system fiscal regulations, policies and procedures.

Thorough knowledge of accounting and office practices, methods and procedures used by the School System.

General knowledge of school system organization and operational policies and procedures.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to read and interpret various financial statements.

Ability to reconcile accounts.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.