

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II - SCHOOL ACCOUNTING FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, provides direction to the safeguarding of assets held by individual schools and to the development, implementation, and maintenance of their accounting systems and procedures that will present fairly the financial positions of the schools and the results of their operations. Work involves reviewing the SchoolFunds reports of assigned schools to ensure fiscal recording and reporting programs of the schools adhere to established Schools policies and procedures. Employee is responsible for monitoring and reviewing individual school's monthly SchoolFunds Reports and associated fiscal records, and advising Treasurers and Principals of discrepancies and steps toward resolution of such discrepancies; training school treasurers in policies and procedures for accounting functions and maintenance of SchoolFunds Reports; and assisting and advising Treasurers and Principals in response to inquiries, as necessary. Employee is also responsible for maintaining the Local School Accounting Procedures Manual, preparing periodic fiscal reports, and maintaining fiscal records pertaining to auditing and accounting work performed. Reports to the Director – Accounting/Assistant Finance Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Reviews fiscal records and monthly SchoolFunds Reports as prepared by assigned schools to ensure adherence to accepted standard accounting practices and principles, established School System policies and procedures, North Carolina Public School Laws, North Carolina General Statutes and internal controls; corrects errors and/or resolves discrepancies, as necessary, conferring and visiting with School Treasurers.

Utilizes computerized data entry equipment and various spreadsheets, word processing and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; maintains files of monthly SchoolFunds Reports and associated records; selects data from varied sources and summarizes information for standard reports and forms.

Visits individual schools periodically to conduct more thorough reviews of fiscal records, and prepares written reports of findings, including steps for resolving identified problems, for submission to Treasurers, Principals, and Chief Financial Officer; performs exit-audits of School Treasurers leaving position, preparing reports of identified discrepancies as appropriate.

Instructs School Treasurers in principles and practices of bookkeeping and accounting and/or policies and procedures for preparation and maintenance of School Funds Reports through correspondence, individual conferences or formal workshops, as appropriate; receives and responds

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to inquiries from Treasurers and/or Principals pertaining to bookkeeping, accounting and SchoolFunds Report preparation and maintenance, performing such research of fiscal records as necessary.

Prepares semi-annual reports of cash balances for submission to Local Government Commission; prepares various correspondence and/or reports pertaining to school fiscal matters for submission to supervisor as requested or as otherwise deemed appropriate.

Works with outside auditors in completion of annual School Audit, compiling data as requested.

Prepares an annual report of school revenues and expenditures for submission to outside auditors.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of accounting and auditing; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

Works with treasurers and payroll to ensure proper reporting of absences for school based employees.

Responsible for handling the daily school fund accounting procedures due to the absence of a treasurer.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, auditing or a closely related field, and 3 to 5 years of responsible accounting and/or auditing experience, preferably in a public schools system; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines

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and equipment including computers, calculators, adding machines, label guns, etc. Must be able to exert 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.

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

Language Ability: Requires the ability to read correspondence, reports, financial statements, etc. Requires the ability to prepare correspondence, reports, charts, etc., using proper format. Requires the ability to talk to people with poise, voice control and confidence.

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 to understand government accounting terminology.

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

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 office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires 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 stress and when confronted with persons acting under stress.

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Physical Communication: Requires the ability to talk and/or 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

Considerable knowledge of bookkeeping and auditing practices and procedures.

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

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

Considerable knowledge of Generally Accepted Accounting Principles, School System procedures and North Carolina General Statutes.

Ability to use a variety of office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to apply accounting principles and relevant laws and regulations to the monitoring and review of fiscal and accounting records and reports.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

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

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.