



COORDINATOR of BUSINESS SERVICES

Qualifications: Fund accounting knowledge. Good communication skills. Attentive to detail. Proficient in the use of computer software including Word, Excel, Quicken, & Specialized Data System (the district financial software).

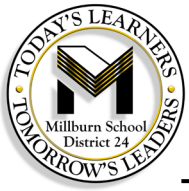
Primary Responsibilities :

Finance

- Maintain the General Ledger accounts ensuring that all transactions are posted correctly and all cash accounts are reconciled with the Treasurer's report on a monthly basis.
- Maintain the Activity Fund accounts ensuring that all transactions are posted correctly and all cash accounts are reconciled on a monthly basis.
- Obtain approval from CSBO, and make necessary transfers between bank accounts as necessary.
- Maintain and administer outstanding check report.
- Prepare district-wide deposits. Record all deposits into the district ledger (including electronic deposits) using the district financial software.
- Reconcile all bank accounts on a monthly basis.
- Process and approve purchase orders and track expenditures
- Monitor budget balances
- Prepare the special education Federal Grant Expenditure Reports on a quarterly basis
- Process and code invoices for payment including general payables, P-Card transactions, and imprest check transactions.
- Communicate with administrators, teachers, vendors, and activity groups regarding specific expenditures, procedures, etc...(e.g. transportation reimbursement for field trips)
- Prepare documents for the district financial audits. Coordinate the audit jointly with the business manager, state auditors, and outside auditors
- Track and record fixed assets for the district.
- Serve as the backup for the payroll clerk.

Personnel

- Maintains files and database on applicants; file management consistent with requirements of the State of Illinois.
- Tracks personnel changes and prepares personnel report for the Board of Education.
- Creates and maintains personnel records, monitors completion of required employment credentials.
- Processes criminal background checks, pension notification information; and all other state and federal required notifications.
- Creates personnel records on substitute teachers, maintains substitute database.
- Communicate benefit plans to employees and be available to answer questions about the plans as needed.
- Maintains district application system and coordinates job postings.
- Processes FMLA paperwork for employees.
- Maintains a membership in the Illinois Association of School Personnel Administrators and IASBO; attends annual conferences.
- Performs such other duties and assumes such other responsibilities as may be designated by the Business Manager CSBO.



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Position reports to: Chief School Business Official