

<b>Job Title:</b>	Accounting Coordinator	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Manager Accounting Services	<b>Pay Grade:</b>	307
<b>Dept./School:</b>	Financial Services	<b>Date Revised:</b>	May 4, 2021

**Primary Purpose**

Ensure the accuracy and reliability of journal entries and transactions posted to the general ledger to generate accurate financial reports on a timely manner.

**Qualifications****Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

**Special Knowledge/Skills**

- Passing score on District's clerical SET tests
- Knowledge of computer technology and data entry including word processing & spreadsheets
- Strong organization, communication, and interpersonal skills
- Knowledge of general accounting principles

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

1. Stay abreast of updates on rules and regulations in School Finance as mandated by the Texas Education Agency.
2. Prepare monthly bank reconciliations.
3. Prepare, upload and review journal entries while monitoring the reclassification inbox email daily.
4. Assist campus and District administrators with accounting concerns.
5. Assist in the preparation of the annual District financial audit.
6. Gather documentation and prepare invoices for outside agencies.
7. Post and reconcile transactions for the Transportation Department, Human Resources Department, Mail Room, and others as assigned to ensure proper signatures, and correct account coding.
8. Distribute accounting correspondence and statements to departments and campuses.
9. Assist Financial Services Managers in training employees District-wide.
10. Assist Accounting Department with clerical duties and special projects.
11. Assist with Time and Effort logs and semiannual Certifications for federally funded personnel districtwide.
12. Verify personnel changes for Time and Effort requirements.
13. Assist with monitoring compliance and training on Time and Effort processes and requirements districtwide.
14. Maintain an established filing system by preparing files, placing documents in the appropriate files and by pulling files as directed.
15. Prepare items for staff meeting and training as needed.
16. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
17. Request and maintain Accounting Department records for miscellaneous type of access needed.
18. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Computer, printer, fax machine, scanner, copier, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.