



City of St. Charles School District

BUSINESS COORDINATOR

Reports to:	Director of Business Services
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To assist the Director of Business Services in managing the operations and efficiency of the business and payroll department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Analyzes, develops and monitors the district's budget.
- Coordinates a wide variety of accounting projects (e.g. database development, position control, etc.)
- Develops and Implements reporting and accounting procedures for the purposes of providing internal financial controls throughout the organization.
- Monitors expenditures against budget and/or a wide variety of account information to ensure the accuracy of reported information, availability of funds.
- Prepares and presents a wide variety of financial and reporting information and documents (e.g. budget overview, financial statements, accounting processes, distribution formulas, etc.)
- Provides salary and fringe benefit projections and other fiscal information that affect the meet and confer process.
- Cross trains with payroll/benefits and accounts payable/receivable functions.
- Reconciles fiscal information and account balances to verify accuracy of information, maintaining accurate balances and complying with accounting practices.
- Assists with the in-service training of principals, teachers, and support personnel in relation to business policies, procedures and reports when necessary for the efficient management of the school district.
- Complies with State Law and District policies and regulations.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent required, bachelor's degree in accounting or related field preferred.
- At least three (3) years of School Finance/Accounting experience, preferred
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Proficient in Excel

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent keyboarding skills and good grammatical, spelling and punctuation.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Business Coordinator
Created: March 31, 2021
Revised SY 2022-2023