

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

COORDINATOR OF FINANCIAL SERVICES III

POSITION: Coordinator of Financial Services III

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

**NATURE OF WORK:**

The Coordinator of Financial Services III is responsible for the supervision of the payroll, purchasing, and benefits divisions. This position reviews, formulates, designs, and implements operations, policies, and procedures for these divisions, and coordinates activities both within the department and throughout the organization.

**REPORTING RELATIONSHIPS:**

- Reports directly to the Assistant Superintendent of Fiscal Services and Human Resources.
- Works cooperatively with other administrators, staff, and agencies to perform duties as outlined.

**ESSENTIAL FUNCTIONS:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the Assistant Superintendent of Fiscal Services and Human Resources.

- Responsible for the supervision of the Payroll Department (including employee attendance and position control), Purchasing Department, and Employee Insurance, Workers' Compensation;
- Develops and prepares manuals required to guide activities of payroll, position control, purchasing, and benefits for administrative, technical, and support personnel who maintain financial systems and record financial data;
- Provides recommendations to data processing specialists for updates in the payroll, purchasing, and benefits systems and the development of improved computerized processes, including form design, coding systems, scheduling, and internal controls;
- Coordinates proper accounting procedures for payroll, purchasing, and benefits. Maintains maximum financial controls to assure that transactions processed by the Fiscal Services Office are in compliance with local Board policies, and State and Federal laws;
- Prepares presentations and attends Committee and School Board meetings as directed by the Assistant Superintendent of Fiscal Services and Human Resources;
- Maintains records of all insurance programs and provides leadership in developing and administering the system risk management program;
- Coordinates special projects that may include research and/or program enhancements in areas relating to payroll, position control, benefits, and purchasing; and
- Serves as the backup for the Coordinator of Accounting.

**OTHER MANAGEMENT RESPONSIBILITIES:**

- Serves as a member of the Minority Business Enterprise (MBE) Procurement Review Group.

**DUTIES AND RESPONSIBILITIES:**

- Reviews and approves payroll, benefits, and purchasing transactions inclusive of salary adjustments, contract payoffs, workers' compensation employee benefits, health and life insurance invoicing, purchase orders, etc.;

- Maintains the position control system;
- Reviews, develops, and implements procedures to improve work flow and accountability for payroll, position control, benefits, and purchasing;
- Point of contact for 403(b) contributions; correlates all activities and requirements with the designated vendor, approves employee transactions, monitors employee contributions for compliance;
- Troubleshoots technology and software; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary:

- College graduation required with a major or concentration in accounting or Associates Degree with five years fund accounting experience;
- Five years of experience in governmental accounting required preferably in a school district.
- Audit experience a plus;
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts;
- Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions;
- Proficiency in the use of technology for individual and system management, communication, and research;
- Proficiency in presentation technology to enhance small and large group information and demonstration sessions; and
- Skills in coordinating and evaluating staff use of technology.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range D.

**BARGAINING UNIT ELIGIBILITY: SMASA**