

# Midwest City - Del City School District

## Finance Coordinator (900-42)

### JOB POSTING

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#### Job Details

*Title*

**Finance Coordinator**

*Posting ID*

**900-42**

*Description*

**JOB TITLE: FINANCE COORDINATOR  
SALARY LEVEL: SALARY SCHEDULE  
DEPARTMENT: FISCAL SERVICES  
REPORTS TO: CHIEF FINANCIAL OFFICER  
FLSA STATUS: EXEMPT**

**SUMMARY:**

Supervises staff in obtaining financial data and obtains financial data for use in maintaining accounting records by performing the following duties.

**QUALIFICATION 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:**

A degree in accounting or business administration is preferred or three to five years related experience and/or training; or equivalent combination of education, training and experience.

**LANGUAGE SKILLS:**

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to compose and write grammatically correct correspondence. Ability to effectively and grammatically present information in one on one and small group situations to the public, parents and other employees of the district.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Requires advanced skills in the use of computer and computer software for word processing, spreadsheets, presentation production. Knowledge and use of pivot tables and v-look up are required.
2. Employee must be reliable, dependable, require minimum supervision, very professional and maintain confidential information of sensitive nature.
3. Neatness in appearance, courteous and tactful in dealing with others in person or by telephone.
4. Informs the Superintendent and other top-level Administrators about factors impacting the general budget, as well as specific accounts.
5. Assist Treasurer Clerk in the preparation of daily bank deposits and enter on treasurer's ledger as needed, and prepares the monthly Treasurer's Report for Board Meetings.
6. Assist District Treasurer with investment activity. Write and sign Treasurer's check for investments in the absence of District Treasurer, and sign Pledges and Releases in the absence of the District Treasurer.
7. Consult depository banks and monitor collateral levels on all accounts.
8. Assist with production of monthly Financial Report and Supplemental Report for the Board and Superintendent.
9. Responsible for supervision of activity funds, financial I.T., receipting and federal claims.
10. Other duties and responsibilities as assigned by the Chief Financial Officer.

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**  
**Per Year**  
**Central Office - Finance**

**Applications Accepted**

*Start Date*                    **04/22/2020**