



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/23/2023

Coordinator, Accounting

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Transportation

Primary Location: Transportation Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

The Accounting Coordinator reviews and prepares the annual budgets for Transportation and Central Vehicle Maintenance Enterprise Fund and other professional accounting duties and responsibilities as assigned. Duties include professional accounting/auditing work and the coordination and assisting with the oversight of the Accounting Office's multifaceted teams, projects, activities, and deadlines.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Identifies and reviews budgeted positions (full-time FTEs and part-time hourly), annual spending, projected costs for the following fiscal year, percentage increase between fiscal years in benefit costs to develop annual budgets for Transportation and Central Vehicle Maintenance Enterprise Fund
- Oversees Central Vehicle Maintenance monthly billing for maintenance and fuel services to the County of Loudoun and Loudoun County Public Schools
- Conducts complex financial and budget analysis to complete a needs assessment and the forecast of future budget requests
- Reviews and approves financial transactions related to assigned workflows
- Prepares periodic and special financial reports, audits, reviews, and analysis
- Produces and maintain detailed financial records for light fleet vehicles and school buses purchases through yearly lease purchase appropriated funds
- Coordinates with management the oversight of Transportation and Central Vehicle Maintenance Enterprise Fund's fiscal year-end schedule, routines, reconciliations, and closing of the financial accounting system
- Coordinates with management the oversight of staff's daily activities, prioritization of tasks, and timely accomplishment of assigned duties and responsibilities; coordinate the activities and schedules of Accounting Teams

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in public administration, business, accounting or related field

Experience

Five (5) years of successful experience in finance, accounting or related field

Possess knowledge of the theory, principles, practices and techniques of public sector accounting and financial management systems

Licenses and Certifications

Knowledge, Skills and Abilities

Good human relations and communications skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated

consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.