



Little Rock School District

JOB DESCRIPTION

Position Title: Activity Fund Coordinator - Finance and Accounting

Prepared Date: 02/01/2022

JOB GOAL:

To assume responsibilities and duties connected with the daily bookkeeping operations of all activity funds.

TERMS OF EMPLOYMENT:

Twelve (12) month Position (245 days), Pay 802 Grade 15 plus benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Associate degree required. A bachelor's degree from a college or university is preferred.
2. Five (5) years of experience in public or private sector accounting and/or payroll.
3. Experience in computer operations including working knowledge of Microsoft Office Products and Peachtree software required.
4. Evidence of strong skills in meeting and dealing with District employees and the public in a manner that will promote a positive image of the school district.
5. Proficient in use of desk calculator.
6. Strong oral and written communications skills.
7. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Coordinates and enters all payment requests for the school Activity Funds.
2. Prepares and maintains journal entries to the General Ledger System as it pertains to Activity Funds.



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3. Provides training and assistance to school bookkeepers and secretaries.
4. Prepares monthly reports for reconciliation with school/department records.
5. Maintains files for disbursements of district Activity funds.
6. Serves as a liaison with Contracted Armored Car Service.
7. Coordinates bookkeeping activities for district's Summer School Program.
8. Conducts annual and periodic audits of school/department Activity funds and works with the District Internal Auditor.
9. Coordinates school fund raising projects.
10. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.