



ACCOUNTING COORDINATOR I

<u>CLASS NO.</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>FLSA STATUS</u>
129	14	\$44,283.20-58,427.20	Exempt

GENERAL DESCRIPTION

Performs highly complex (coordinator-level) finance and accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, and reports. May supervise the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, and balances financial accounting documents and records.

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable.

Calculates, prepares, and issues bills, invoices, and other financial statements according to established procedures.

Computes, analyzes, and processes purchase or travel vouchers.

Assists with analysis of program costs; prepares budgets, budget justifications, and budget revisions for awarded grants.

Prepares payment, general journal, and related vouchers.

Assists with researching and reconciling discrepancies in accounts, bank statements, or appropriation balances, and reports findings.

Assists with capital asset inventory.

Assists with tracking invoices to ensure payments are made.

May perform financial calculations as needed.

May audit vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records.

May receive cash, prepare deposit slips, and maintain cash control records.

Coordinates and/or maintains files and records and prepares reports related to grant activities for grants issued and received.

Ensures a grantee's compliance with federal and state regulations and grant conditions by coordinating agreements, contracts, expenses, activities, and reports.

Prepares and reviews grant closeout materials.



GOLDEN CRESCENT REGIONAL PLANNING COMMISSION

Reviews project costs for approval of budget justifications and budget revisions for awarded grants.

Serves as a liaison between the agency, the State, and grant funding sources by attending meetings, responding to information requests, and resolving issues between parties involved.

May assist in monitoring the budget

Performs other work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university preferred.

Experience in the administration, development, coordination, and monitoring of grants.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in grant preparation, development, evaluation, and monitoring; in report writing, in budget development and monitoring; and in the use of a computer and applicable software.

Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; and to communicate effectively.

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date