

Accounting Coordinator

Job Code: 6514

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Assists section or departmental personnel in the administration of fiscal and budgetary affairs including personnel, accounting, and related areas.

- Prepares financial reports and conducts cost analyses. Assists departmental personnel in preparing required financial reports.
- Monitors various accounts to ensure accuracy.
- Assists department head in the preparation of the annual budget.
- Responsible for maintaining a large amount of data, to include but not limited to expenditures and allowances. May maintain personnel files.
- May coordinate the personnel/payroll requirements, to include but not limited to payroll entry, PPP supplements, special pay requests, temp time, personnel requisitions, staff appointment/terminations, reclassifications, promotions, transfers, and scheduling training/orientation. May assist new employees with benefits, completing forms, and explaining policies. May prepare reports for time and attendance records, new hires, terminations, and other department records.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED

Experience:

Required: 24 months accounting or bookkeeping experience.

Certifications or Licenses:

None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles and processes.
- Proficient in Microsoft Outlook, Excel and Word.
- Detail oriented for accuracy of data and information.
- Ability to build rapport with students, faculty and staff.
- Ability to produce reports and complete work within deadlines.
- Strong initiative to solve problems in a timely manner.

Working Conditions

Physical:

Sitting for prolonged periods. Communicate effectively and listens. Manual dexterity and engage in repetitive motion. Use of computer and telephone.

Environmental:

Standard Office Environment

Printed Date: 08/21/2026