

Lyons Township School Treasurer Office

- JOB TITLE:** Financial Services Coordinator
- JOB GOAL:** Performs various payroll, accounts payable, accounting, reporting, and business operations functions on site.
- REPORTS TO:** School Treasurer, Director of Operations, and Board of Trustees
- QUALIFICATIONS:** Bachelor's degree in accounting or a related field
Prior experience with public finance and/or in an educational institution is preferred.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively on a team.
2. Familiarity with general accounting principles.
3. Exceptional sense of ethics, particularly when dealing with confidential/sensitive information.
4. Strong attention to detail and excellent organizational skills.
5. Ability to work independently.
6. Exhibit professionalism in appearance and demeanor.
7. Strong written and oral communication skills.
8. Computer literacy, including Microsoft applications.
9. Ability to multi-task and work under strict deadlines.
10. Display and promote positive relationships with other team members and member districts.
11. Strong customer service skills.

Specific

1. Review, prepare, and process bi-weekly and ad hoc payroll and accounts payable requests from multiple member districts with speed and accuracy.
2. Initiate payments from online banking systems.
3. Research and resolve discrepancies with member districts.
4. Ensures all taxes are reconciled, processed, and paid in a timely manner.
5. Conducts all quarterly and year-end payroll tasks, such as preparing and filing 941, W-2, and 1099, on behalf of member districts.
6. Prepare, update, verify, and maintain accounting journals, general ledgers, and other financial records.
7. Prepare monthly financial reports for member districts.
8. Timely and accurate follow-up with member districts on payroll-related questions
9. Ensure the accuracy and thoroughness of all accounting and fiscal practices.
10. Assist with reconciling monthly bank statements and financial transactions.
11. Prepare any miscellaneous financial reports and worksheets, as requested.
12. Strive to improve efficiency in everyday tasks.
13. Compliance with federal, state, and local legal requirements by studying existing and new legislation.
14. Always maintain confidentiality of member district or other personal data.
15. Serve a payroll and accounts payable backup for other team members
16. Performing other basic office tasks, including answering phones, processing mail, filing, etc.
17. Other tasks as assigned by the School Treasurer.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the district's applicable policies.

TERMS OF EMPLOYMENT:

Location, salary, work hours/days (Monday-Friday, 8:00AM to 4:30PM CST) as established by the Board of Trustees. (At-will employee.)