EMPLOYEE NAME: __________________________

Revised: 12/08; 3/10; 6/11; 9/11; 11/11; 10/12; 4/13; 8/14; 11/15; 10/16; 6/17; 10/18; 5/19

JOB DESCRIPTION

POSITION TITLE: Internal Compliance Coordinator  
JOB CODE: 474A

DIVISION: Financial Services  
SALARY SCHEDULE: Office Clerical/Technician Annual

DEPARTMENT: Local School Accounting and Internal Compliance  
WORK DAYS: 238

REPORTS TO: Internal Compliance Accountant  
PAY GRADE: Rank VIII (NCT8)

FLSA: Non-Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides daily procedural, technical and customer service support to, administrators, school Bookkeepers, ASP staff and other District staff; assists with compliance, audits, processing all ASP journal transactions within General Ledger, local school accounting issues, functions and training; serves as primary contact for Bookkeepers in preparation of audits and credit card reconciliation processes for online payments. Updates Internal Compliance audit documents as requested.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required; Bachelor preferred.
2. Certification/License Required: Valid Georgia Driver’s License
3. Experience: 5 years highly specialized clerical/bookkeeping experience required.
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Knowledge of financial and accounting concepts and functions; strong bookkeeping skills; organizational and interpersonal skills; intermediate level computer skills (Excel, Word); ability to work independently; written and oral communication.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Provides support to District staff regarding compliance and local school accounting issues by following Local School Accounting Standard Operating Procedures, Local School Accounting Chart of Accounts, ASP Standard Operating Procedures and appropriate CCSD Board Policies and Administrative Rules.
3. Assist with the development and documentation of operational and financial procedures and/or manuals.
4. Interprets the Local School Accounting Standard Operating Procedures Manual and Chart of Accounts for administrators and school Bookkeepers, as appropriate.
5. Provides local school accounting software technical support to school Bookkeepers; assists with the financial training of School Bookkeepers, as needed.
6. Manages, maintains and organizes Local School Accounting, Property Control and Audit and Assurance historical documents and email communications to provide to Chief Leadership Office for input for annual Bookkeeper and Principal evaluations.
7. Assists Local School Accounting with the preparation of monthly bank reconciliations and financial reviews, including reports to Principals and Bookkeepers regarding this review, to meet departmental schedules. Utilizes written and verbal communication skills to communicate and obtain information relevant to the monthly bank reconciliation process and monthly report review process.
8. Assists Local School Accounting with performing the year-end close-out of the school accounting records and other year-end procedures, as needed.
9. Serves as primary contact for school Bookkeepers prior to their annual school audit; assists them with questions in the preparation of their upcoming audits; updates Local School Accounting and Internal Compliance audit documents as requested by the Manager of Auditing and Assurance.
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<td>10.</td>
<td>Serves as primary contact to school Bookkeepers for credit card reconciliation process for online payments; works with online credit card and local school accounting software vendors to troubleshoot and resolve application interface and reporting issues.</td>
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<td>11.</td>
<td>Assists Internal Compliance Accountant with processing all ASP journal transactions within the General Ledger, including but not limited to, journal transactions on a daily and/or weekly basis for ASP credit card payments and journal vouchers on a monthly basis for ASP administrative and utility fees.</td>
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<td>12.</td>
<td>Assists Financial Training Specialist with the maintenance of Financial Services University, the Form Bank, and Financial Services Intranet sites and blogs and coordinates with District Webmasters on website creation and updates when necessary.</td>
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<td>13.</td>
<td>Serves as a backup to process monthly payroll; maintains time sheets and request of absence forms file.</td>
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<td>14.</td>
<td>Maintains a high level of confidentiality regarding all Local School Accounting and Internal Compliance matters.</td>
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<td>15.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee __________________________________________ Date ______________________

Signature of Supervisor _________________________________________ Date ______________________