

## Position Description | Qualifications

Under the direction of the Principal, the Community Program Coordinator writes and reports on grants, supports budget preparation, and performs accounting duties for community arts, sports and physical literacy programming, works with Financial Services to contract service providers, solicits community financial support and volunteers and seeks community resources for future programming.

Coordinate, and monitors community programming throughout the school year including managing registration/confirmation process, waitlists, attendances and providing support as needed.

Under the direction of the Principal, assists in the Principal, the CPC

Organizes and oversees before, after and lunch activities and programs including arrangements for space necessary for delivery of programs including classrooms, music rooms, libraries, gyms and arranges off-campus space rental as needed.

In collaboration with the Principal, engages with and solicits community financial support and volunteers and seeks community resources for creation and implementation of future programming.

Maintains ongoing communication with families, staff, and administration.

Sets up and maintains financial records for public and non-public funds using computer accounting systems in accordance with District regulations, policies and procedures and following Generally Accepted Accounting Principles (GAAP)

Verifies public and non-public account transactions ensuring that actions are appropriate, properly coded and have the required supporting documentation to meet District and Government accounting requirements and reporting deadlines

Researches and resolves accounting discrepancies concerning invoices, petty cash, school accounts receivable and other related transactions

Compiles previous expenditure information, identifies budget shortages or surpluses

Receives goods, checks invoices and purchase orders for direct shipments and ensures the accuracy and condition of orders; resolves shipping problems and invoicing and receiving discrepancies by liaison with vendors, the Purchasing Department, school departments and end users for direct ship purchase orders

Provides information to District staff, students, parents,

Provides assistance to students and notifies parents of injury or illness; performs assigned duties during fire/earthquake drills and crisis situations

	Grade 12 or equivalent and completion of Financial Accounting 1 and Financial Accounting 2 or equivalent; preference for some office administration courses. (Must demonstrate bookkeeping competency by passing a related district test)
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Two (2) years specific financial accounting including administrative experience and ex(a)14.0044.194514451.03 Td{

	<p>Keyboarding at 50 W.P.M. or data entry equivalency</p> <p>Mathematical ability to perform job related calculations. Use appropriate measures to ensure the safety of cash</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to work independently with minimal supervision</p> <p>Ability to organize and prioritize work</p> <p>Ability to interpret and apply appropriate financial and administrative methods, procedures and policies</p> <p>Ability to think analytically to interpret and resolve accounting discrepancies</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to work in a team/school setting</p> <p>Ability to document, summarize and interpret information</p> <p>Ability to work well independently and as a member of a team</p> <p>Ability to compose business correspondence</p>
	<p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment</p>