

TITLE: MANDATE SPECIALIST

QUALIFICATIONS:

1. Experience at responsible level and/or college training equal to completion of advanced accounting curriculum
2. Bachelor's degree in accounting desirable
3. Experience in school accounting desirable

REPORTS TO: Director – Business Services

SUPERVISES: Staff as assigned

JOB GOALS: To provide professional guidance and direction relating to maximizing mandated cost reimbursement and accurate student government funds

PERFORMANCE RESPONSIBILITIES:

1. Works with school-site and central office personnel to maximize mandated cost reimbursements
2. Monitors and audits student government funds at schools
3. Serves as liaison to school sites concerning parent and booster club fund; performs auditing activity when necessary
4. Establishes and maintains educational foundation accounting system
5. Prepares retirement enhancement reports, bank confirmations and other reports as required
6. Prepares district accounts receivable billings
7. Prepares camp keep billings
8. Coordinates district United Way collections
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable