

**George County School District**

APPROVED

APR 07 2026

G C SCHOOL BOARD



**Job Title: Business Coordinator**

**Job Purpose:** The Business Coordinator assists the Chief Financial Officer in supporting district-wide financial and operational functions by coordinating business office processes and assisting with compliance, documentation, and financial procedures in accordance with district policies and applicable state and federal requirements. This position helps ensure accuracy, efficiency, internal control compliance, and continuity of operations within the Business Office.

**Knowledge, Skills & Abilities:**

- Knowledge of school district financial operations, accounting procedures, and internal controls.
- Knowledge of applicable state and federal financial regulations.
- Skill in reviewing financial records and documentation for accuracy and completeness.
- Skill in organizing and maintaining audit-ready records.
- Skill in using accounting and financial software systems.
- Ability to communicate effectively, both verbally and in writing, with district staff and departments.
- Ability to exercise sound judgment within established policies and procedures.
- Ability to manage multiple responsibilities and meet deadlines.
- Ability to maintain confidentiality of financial and employee information.

**Minimum Qualifications:**

- High school diploma or equivalent required; associate degree in accounting, business, or related field preferred.
- Experience in school district finance, accounting, or business office operations preferred.
- Working knowledge of accounting procedures and financial documentation.
- Proficiency in accounting software and standard office applications.
- Good verbal and written communication skills.
- Ability to maintain confidentiality and meet deadlines.

**Reports To:** Chief Financial Officer

**Supervises:** N/A

**Duties & Responsibilities:**

- Prepare, file and process all surety bonds.
- Reconcile district bank statements, verify balances, and record appropriate interest earnings to maintain accurate and audit-ready financial records.
- Assists in the year-end close and annual budget process.
- Responsible for SBAC billing.
- Assists the Chief Financial Officer in filing correspondence and response to queries for information.
- Maintain and monitor financial software, addressing any issues.
- Answers inquiries from budget units regarding financial procedures.
- Coordinate daily business office functions to ensure timely and accurate processing of financial transactions.
- Review financial documents, reports, and transactions for compliance with district policies and applicable regulations.
- Assist with budget monitoring and preparation of financial reports as assigned.
- Support purchasing, accounts payable, payroll, and other financial processes as needed.
- Maintain organized and audit-ready financial records.
- Communicate with district departments regarding business office procedures and documentation requirements.
- Prepare annual 1099s
- Assist in preparation for annual financial audits and respond to documentation requests.
- Support internal controls by monitoring compliance and reporting discrepancies as appropriate.
- Perform related duties as assigned within the scope of the position.
- Limited travel to and from meetings may be required.
- Acts in the absence of the Chief Financial Officer.

**Terms of Employment:** 240 Days / At Will

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date