

Office of Superintendent of Schools  
Board Meeting of November 15, 2000

October 31, 2000

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
COORDINATOR III,  
GENERAL ACCOUNTING**

The following recommendation is made in accordance with the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

The Coordinator III organizes, directs, coordinates, supervises, and monitors the activities of employees performing bank reconciliations, subsidiary records system reconciliations, daily summary of banking activities, daily bank wire activity report and other banking/finance related activities; assists the Controller in the preparation of the Comprehensive Annual Financial Report and other internally and externally required reports; works prepare and implement a comprehensive office automation plan.

This recommendation is the direct result of the Board-approved advertisement and selection process.

Details of this Board Agenda Item will be made available prior to the Board meeting of November 15, 2000.

NED/mu

**E-5**