

TITLE: ACCOUNTING MANAGER

CLASSIFICATION: Accounting Manager

BASIC FUNCTION:

Plan, coordinate and supervise the daily operations of two or more accounting units such as payroll, accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in a timely and professional manner in compliance with State rules and regulations.

REPRESENTATIVE DUTIES:

- ❖ Supervise two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions; coordinate activities with the payroll function.
- ❖ Supervise accounting professional and clerical support personnel and plan and implement training for various field accounting functions and district office personnel.
- ❖ Plan and coordinate daily operations in the units supervised; plan and prepare work flow charts; approve vacation requests; establish timelines to assure timely reporting of District activities.
- ❖ Coordinate activities between the accounting department and the field; respond to questions and issues from the field including attendance, budget or other accounting issues.
- ❖ Develop department budget; project and analyze future budgets; advise department heads and principals on budget transfers and approve budget transfers; maintain budget records.
- ❖ Review accounting methods and procedures; recommend changes to accounting systems, automated or manual, and implement change as directed.
- ❖ Prepare a variety of accounting, attendance and other reports and maintain a variety of complex records; assess requirements for reports and assign sections for preparation to staff; prepare graphics and charts as necessary.
- ❖ Represent the Department in a variety of monthly committee meetings; represent the District to regional or State meetings as assigned regarding account resolutions or procedural issues.
- ❖ Regulate compliance with State requirements and other related directives for accounting functions; check daily input and output of accounting data to assure accuracy; coordinate activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles; reconcile general ledger accounts to assure accuracy.
- ❖ Prepare and present in-service workshop on the attendance and finance matters for District employees.
- ❖ Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of accounting including auditing, budgeting and computerized accounting reports.
- Principles and practices of supervision and training.
- Generally Accepted Accounting Principles applicable to educational accounting.
- Record-keeping techniques.
- Oral and written communication skills.

- Principles and procedures of State requirements and other applicable regulations.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Technical aspects of the field of specialty.

ABILITY TO:

- Perform professional level accounting including statistical and financial analysis auditing.
- Communicate effectively both orally and in writing.
- Maintain records, prepare reports and prepare clear and concise financial and accounting analysis reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Train, supervise and evaluate personnel.
- Meet schedules and timelines.
- Plan and organize work.
- Assign and review the work of others.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level coursework in accounting, finance, or business administration and three years increasingly responsible professional accounting experience including one year experience in a lead or supervisory capacity.