

Request to Place an Item on the Agenda

Name: Amy Chevre

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: change Salary Schedule - title and pay

Specific Action Requested: change Assistant Treasurer to Account manager and change pay from hourly to salary
approve job description to include additional duties for sub caller and internal auditing

Check if you are: Board Member District Employee Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

AREA: FISCAL

Summary Class Code: 7161

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: 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 accounting department and the field; respond to questions and issues from the field including attendance, budget or other accounting issues.
- 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.
- Responsible for organizing and assigning daily classified and certified substitutes for all locations in the district.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of accounting including auditing, budgeting and computerized accounting reports.
- Internal auditing experience.
- 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 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 course work in accounting, finance, or business administration and five years increasingly responsible professional accounting experience including three year experience in a lead or supervisory capacity.