

Accounting Manager

Purpose Statement

The job of Accounting Manager is done for the purpose/s of supervising and performing responsible, varied and specialized financial and statistical functions; planning, implementing, directing and maintaining the districts fiscal and other assigned programs and services; and ensuring compliance with local, state and federal regulatory requirements.

Essential Functions

- Assists outside auditors for the purpose of providing requested supporting documentation and coordinating necessary project activities.
- Attends in-service training/Es, staff meetings, workshops, etc. as requested for the purpose of conveying and/or gathering information required to perform job functions.
- Compiles financial and statistical information for the purpose of complying with established regulations.
- Informs district staff (secretaries, principals, senior clerks, etc.) regarding a variety of procedures and program requirements (e.g. purchase requisitions, contracts, invoices, time cards, field trip requests, etc.) for the purpose of ensuring compliance with district policies and procedures.
- Maintains manual and electronic documents, files and records (e.g. warrant inventories, invoices, required financial reports, receipts, etc.) for the purpose of providing and up-to-date reference and audit trail in compliance with established practices.
- Monitors fund balances of assigned programs and related financial activity (e.g. open purchase orders, invoices, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a wide variety of financial information and reports (e.g. monthly/quarterly/annual financial reports, requested query reports, correspondence, memos, absence reports, state and federal reports, state/federal forms, checks, claim reimbursements, etc.) for the purpose of complying with established regulations, providing written support and/or conveying information.
- Reconciles financial information and/or accounts (e.g. accruals, invoices, purchase requisitions, bank statements, purchase orders, posted payments, etc.) for the purpose of maintaining accurate account balances and complying with related policies, practices and regulations.
- Researches discrepancies of financial information and/or documentation (e.g. accruals, purchase requisitions, purchase orders, invoices, payroll issues, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing for payment.
- Responds to inquiries from a variety of sources for the purpose of providing information, direction and/or appropriate referrals.
- Reviews a variety of fiscal information (e.g. purchase requisitions, purchase orders, invoices, time cards, journal entries, state/federal forms, requisitions, accruals, demographics changes, mail, warrants, bank deposits, year-end closings, etc.) for the purpose of updating information, authorizing final action and complying with accounting requirements.
- Supervises department personnel for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving department objectives within budget.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and pertinent computer software applications.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt