

ACCOUNTING MANAGER**DEFINITION**

Under administrative direction, plans, organizes, manages and supervises assigned functions as they relate to the preparation and monitoring of the District's annual budget and other Business Services activities (i.e., accounts payable, accounts receivable, program accounting, student body accounts) in the collecting, disbursing, accounting, and reporting of all District funds; interprets District, county, state, federal laws and directives; prepares, analyzes and evaluates complex financial reports as requested/required; provides analytical functions and assistance relative to financial legislation.

DISTINGUISHING CHARACTERISTICS

This position is characterized by its responsibility to perform highly complex accounting and analytical functions requiring a high degree of accuracy and complex mathematical skills; to supervise and coordinate the work of others assigned to Business Services positions; to assist the Director of Business Services in preparing budgets, interim and actual reports, and documenting financial and cost accounting reports, and in reviewing and modifying the District's internal controls as necessary to assure accuracy of the District records and procedures.

This position is required to independently plan, organize, coordinate and review systems and procedures and to provide technical and other financial assistance to other division heads with respect to financial legislation and other related reports.

OCCUPATIONAL GROUP

Classified (Management)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plans, assigns and supervises the work of assigned staff. **(E)**
2. Develops, updates and monitors the projection of general purpose revenues including the revenue limit. **(E)**
3. Collects and reviews data and prepares the annual budget. **(E)**
4. Plans and directs accounting activities including posting to and maintaining the General Ledger, program accounting, accounts payables and the student body funds. **(E)**
5. Prepares financial reports on the condition of the District, and/or mandated reports for local, state and federal agencies. **(E)**

6. Reviews and authorizes the disbursement of District funds in accordance with the availability of funds and Board policies and accounting requirements. **(E)**
7. Prepares and distributes budget input forms to school sites and departments. **(E)**
8. Monitors the budget, supervises all necessary transfers. **(E)**
9. Prepares and conducts in-service training to departments and school site personnel on budget preparation, monitoring and other financial practices as needed. **(E)**
10. Prepares or directs staff to prepare documentation to support claims for reimbursement for transportation costs, special education, mandated costs claims, adult education, and all other categorical programs operated by the District. **(E)**
11. Directs, reviews and reports on complex budgeting and accounting matters using computerized financial management systems. **(E)**
12. Supervises and coordinates the work of support staff in collecting, calculating, verifying and posting budgeting and accounting data. **(E)**
13. Prepares fiscal analysis as needed for sound financial decisions, or as support for income claims. **(E)**
14. Assists with training of staff in procedures and methods necessary for successful completion of assigned tasks.
15. Assists with special studies and projects as they relate to the Business Services Division.
16. Assists with the review, update, formulation and implementation of policies and procedures for the Business Services Division to meet mandated requirements. **(E)**
17. Analyzes, monitors and makes recommendations on legislation affecting the District's finances and/or business division. **(E)**
18. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS**Knowledge of:**

- Generally accepted accounting principles, practices and procedures;
- Financial and statistical record-keeping;
- Preparation of comprehensive financial reports;

- Applicable sections of the California Education Code and state financial management regulations;
- Organizational planning, problem solving, work management, conflict management and personnel supervision and evaluation;
- School District budget preparation;
- Federal, state and local reporting requirements;
- Expenditure control, position control systems, computer-based accounting systems, spreadsheets, and work processing software.
- The application of electronic data processing to financial transactions including online applications;
- Office equipment (i.e., computers, keyboard);
- Modern office practice and procedures.

Ability to:

- Provide excellent customer service to all stakeholders;
- Be a leader in the Business Services Department;
- Plan, organize, and supervise financial and statistical record-keeping activities;
- Analyze situations accurately and adopt an effective course of action;
- Meet timelines;
- Perform complex accounting work;
- Interpret, explain, and apply rules, regulations, and District policies to employees and others;
- Operate a personal computer and a financial computing system;
- Make presentations before groups;
- Establish and maintain effective working relationships with other employees of the District, vendors, and other public agencies as appropriate;
- Train and supervise professional, paraprofessional and clerical staff;
- Read and understand financial and technical materials;
- Follow oral and written instructions;
- Work with all levels of management;
- Research and evaluate data;
- Frequent multi-tasking.

EXPERIENCE

At least three years of professional or accounting experience, preferably in a public agency, in the operation of accounting systems and preparation of management reports. Preferable experience should be in an organization with an annual budget of approximately \$100 million.

EDUCATION

Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration, or a closely related field.

WORKING CONDITIONS

- District Office environment with occasional visits to school sites;
- Frequent interruptions.

PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate office equipment;
- Sitting for extended periods of time;
- Seeing to review and analyze financial or other records and reports;
- Hearing and speaking to exchange information in person and on the telephone.

HAZARDS

- Extended viewing of computer monitor.

SPECIAL REQUIREMENTS

Must possess, or obtain prior to appointment, a valid California Vehicle Operator's License. Must have the ability to obtain and maintain insurability status under the District's Vehicle Insurance policy.

APPROVED: 06/05/97
REVISED: 09/07/06