

MANAGER (ACCOUNTING)

DEFINITION:

Under the direction of the Coordinator-Business, works independently under limited supervision to perform specialized accounting functions, budget development and control, and other technical work related to financial records and reports.

REPRESENTATIVE DUTIES:

- Assist in preparation of annual district budget. Monitor, administer and control appropriations and approved expenditure plans of site and district budgets.
- Primary responsibility for the District's federal, state and local restricted resources.
- Prepare federal, state and local financial budget reports. Monitor and maintain budget control spreadsheets and records for revenue/expenditure information for internal use, reporting purposes and external audit.
- Interpret, understand and apply rules, regulations, procedures, and policies established by State and Federal agencies, statutes, and the Board of Education.
- Respond to requests for information, technical assistance, and act as a resource for school district personnel on budgets, application of laws and regulations, reports and audits.
- Participate in meetings and workshops as assigned for the purpose of conveying and/or gather information.
- Perform specialized technical duties for attendance accounting; maintain and monitor monthly, period and annual attendance for internal and State reporting purposes in accordance with statutes, Board of Education policy, and State approved attendance procedures for all district programs; calculate annual instructional minutes for each school site.
- Assist with the year-end closing and analysis.
- Provide required information to external auditors.
- Primary responsibility for compliance with the Affordable Care Act reporting requirements; reconcile health and welfare benefit invoices with district, employee, and retiree contributions.
- Calculate and prepare required tax reports.
- Special projects and related duties, as assigned.

KNOWLEDGE AND ABILITIES:

- California School Accounting Manual, and generally accepted accounting principles (GAAP).
- Principles and practices of fund accounting.
- General ledger accounting.
- Principles and methods of budgeting for governmental and/or educational institutions.
- State and federal laws and regulations relating to job responsibilities.

- Advanced knowledge and skills in computerized spreadsheets and working knowledge of word processing, presentation and calendar/electronic mail software.
- Ability to organize and prioritize multiple tasks, analyze situations and develop an effective resolution.
- Communicate effectively, both orally and in writing.
- Maintain positive and productive working relationships with co-workers, staff, and all others contacted in performance of duties.
- Knowledge of English grammar, spelling and vocabulary.

Education and Experience:

BA/BS with coursework in accounting, auditing and business management procedures and practices. Recent responsible experience in a school business setting preferred; knowledge of California school fiscal and financial management practices.

Work Year:

260 days, less earned vacation and paid holidays.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: June 9, 2014
Board Approved: December 9, 2014*