

**ACCOUNTING MANAGER****DEFINITION:**

Under direction of the Assistant Superintendent, Business Services, manage the Accounting Department and perform the specialized and more responsible functions relating to accounting operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitor appropriation and expenditure data for General Fund and other fund budgets, handling budget transfers and communicating with program manager.
- Assist in preparation and planning of annual/interim budgets.
- Assist in coordinating all accounting, financial record keeping of the District's General, Building, Special Reserve, Deferred Maintenance, Cafeteria, Insurance, Adult Education, State School Building, Capital Facilities, Recreation, and ASB Funds.
- Prepare and oversee preparation of reports to county, state, and federal offices, including Revenue Limit, Transportation, Program Cost Reports, all categorical reports, as well as monthly financial statements, abatement and receipts journals, State Franchise and Use Tax Reports, annual liability and accounts receivable reports, and Employment Development and 1099 reports.
- Supervise preparation of financial statements.
- Oversee and review preparation of accounts payable, accounts receivable, payroll account class reports, posting and recording of these and other related information.
- Supervise preparation of all monthly, first period, second period and annual attendance reports and monthly warehouse inventory journals.
- Check and interpret computer printouts and is responsible for reconciliation of income and expenditure accounts with the District and County records; oversee any account code changes.
- Research and compile fiscal data on special projects as assigned.
- Identify methods to improve operational accounting procedures and make recommendations for changes.
- Work with outside auditors, facilitating review of District records and develop methods to implement suggestions arising from such audits.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Principles of budgeting and accounting; legal and reporting requirements of school district financial and attendance accounting; county/school district accounting and financial relationships; principles of supervision, training, and business data processing applications.

**Ability to:**

Plan, organize and direct complex budgeting and accounting programs; oversee and coordinate the various activities of a school district accounting office; prepare accurate financial statistical reports; instruct, train, supervise and audit the work of subordinates; read and understand financial records, reports, and technical and legal matters; devise new forms and establish procedures for record keeping in accordance with accepted accounting principles; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

**Experience:**

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: October 22, 1980

Revised: September 5, 1984

Revised: January 20, 1987

Revised: July 11, 1989

Revised: November 14, 1990 effective July 1, 1990

Revised: October 8, 2002