

ALAMEDA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE OF POSITION:**

Accounting/Purchasing Manager

**QUALIFICATIONS:**

- Graduation from college with a major in accounting, business or public administration.
- At least four years of increasingly responsible professional experience in school finance or governmental accounting and fiscal management procedures.
- Knowledge of principles and practices of budget preparation, monitoring and control in a school system; principles and practices of school finance.
- Alternatives to the above qualifications as the Board may find appropriate and acceptable.

**JOB GOAL:**

- Under general direction of Fiscal Services Director, does specialized and complex professional
- Budgetary work involving access to information concerning employer/employee relations, develop
- New and improve existing procedures; perform complex financial and statistical analyses; monitor and take appropriate action to correct any fiscal accountability; provide in-services; and do related work as required.

**PERFORMANCE RESPONSIBILITIES:**

- Supervises and evaluates accounting assistants and technicians.
- Completes assigned responsibilities in the planning, preparation, coordination, implementation, and control of the district's budgets.
- Reports on anticipated or possible deficits, surpluses and general financial condition of the district.
- Monitors financial performance to plan.
- Analyzes and improves procedures for budget development and control.
- Makes financial presentations and interprets budget activities to schools and public officials and interested individuals.
- Serves as a member of/or resource person to the district collective bargaining teams as required.
- Responsible for overall coordination of position control.
- Administers Purchasing Department policies and procedures in accordance with laws and regulations.

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- Studies price trends and market conditions and keeps informed of sources of supply and new product developments.
- Prepares bidding documents, including notice to bidders, Instruction to bidders, specifications, and form of proposal.
- Prepares for the Chief Financial Officer periodic reports relating to the purchasing function.
- Interviews, selects, and trains office personnel for the Purchasing Department.
- Forecasts, prepares for and implements change as it affects the Division's service to the District.
- Performs other duties as required

**REPORTS TO:**

Fiscal Services Director

**SUPERVISES:**

All classified staff assigned to operation

**TERMS OF EMPLOYMENT:**

225 days

**EVALUATION:**

By the Fiscal Services Director