



Job Description
Prepared/Revised: April 2023

Job Title: **Manager, Accounting**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3051**
 FLSA Status: **Exempt-A**
 Pay Range: **L12**

SUMMARY: Perform accounting functions, such as but not limited to, maintaining the general ledger; manage, monitor, and coordinate a timely, accurate, and efficient accounting close on a monthly/annual basis; oversee accuracy of various subsidiary ledgers and District funds.; coordinate and assist with tasks for the annual audit; prepare the Annual Comprehensive Financial Report (ACFR); and manage the accounts payable staff. Retrieve data and create reports in accordance with Generally Accepted Accounting Principles (GAAP) for internal and external stakeholders. In addition, provide support to charter schools to monitor and reconcile accounting records for reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate with Finance staff and external auditors in the annual audit, make accrual entries, and review work papers prepared by AP staff and Accountants. Create, monitor, and plan the work the accounting staff for the timely execution of the annual audit. Prepare schedules that adhere to the Government Accounting Standards Board (GASB) requirements. Provide answers to auditor’s questions; collect and send requested documentation within allotted timelines; and follow up with auditors on any other requests. Assist in the timely and accurate completion of the District’s ACFR and submit to Governmental Finance Officers Association (GFOA) for award consideration. Assist in the annual data pipeline report to the Colorado Department of Education (CDE). Serve as the back up to the Accounting Director for any correspondence with auditor requests.	A	25%
2. Maintain general ledger, including creating new accounts and new funds. Reconcile accounts and reconcile subsidiary ledgers with general ledger. Review expenditure transfers; prepare and enter recurring journal entries; and reconcile general ledger and district investments.	D	20%
3. Supervise accounts payable (AP) and purchasing card administrator staff in accordance with established service level requirements and district and state/federal mandates. Issue written and oral instructions, assign duties, and examine work for exactness, neatness, and conformance to policies and procedures. Design, organize, and implement work teams to provide efficient and effective delivery of service. Monitor, recommend, and evaluate internal control compliance. Responsible for the review, approval, and verification of reported time in district time and labor system. Act as a resource and guide the work of the Accountants, Grant Accountants, and Senior Accountants.	D	15%
4. Through the use of district information technology systems, lead in the preparation of monthly, quarterly, and ad hoc financial reports that transparently represent the District’s financial status.	M/Q	10%
5. Communicate, collaborate, and provide professional support to charter schools within the district. Ensure that any accounting changes are communicated in a timely manner. Setup and prepare quarterly meetings with charter school staff. Assist with questions regarding retrieving data for the Data Pipeline CDE report. Prepare year-end Charter School Reports and communicate any errors needing correction. Review monthly charter school funding prepared by District Accountants.	M	10%
6. Authorize the creation and verify the accuracy of account coding and consistency with the State of Colorado Chart of Accounts. Research, recommend, monitor, and evaluate issues related to compliance of federal, state, local regulations, policies, and contract provisions. Evaluate existing accounting processes to identify possible improvements and efficiencies, and assist with implementation of process changes as related to GASB pronouncements and CDE policy changes. Complete special projects of a complex nature as assigned by the Accounting Director.	A	10%
7. Coordinate and assist with cash management functions. Approve and/or deny release wire payments, payroll, and AP check runs. Review and approve requests for funds from the grants	W	5%

team. Provide back up support for the Accounting Director.		
8. Perform other duties as assigned.	Ongoing	5%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in accounting, finance or related field required.
- Master’s degree a preferred.
- Minimum of five (5) years of experience in accounting: Working for a governmental entity, public accounting firm, or similar entity in an accounting/financial capacity. K-12 school district or governmental agency experience preferred.
- Minimum of two (2) years supervisory experience required. A minimum of three (3) years of experience in progressively responsible positions mentoring, training, and/or guiding the work of others may be substituted for this requirement.
- Must successfully complete the following district courses within one year after entering position: Classified Evaluation System and Progressive Discipline.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong time management, interpersonal, math, written and verbal communication and attention to detail skills.
- Intermediate Microsoft Excel and Word skills.
- Strong knowledge of accounting principles.
- Self-motivated and the ability to work under pressure and with multiple deadlines.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microsoft Office Suite and Google products.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Finance	5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Accounting Specialist	2	1003
	P-Card Administrator	1	5037

- Supervisory responsibilities include hiring, disciplining, terminating, coordinating monthly meetings and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Review district budget and expenditure transfers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
11 to 25 pounds	X			
26 to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy			X	
Coordinate				X
Instruct			X	
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	