

## Accounting Manager – Medford Public Schools

### **Position Purpose**

Under the supervision of the Director of Finance and Operations, to support the management of the district's business services and fiscal matters including budget, purchasing, grants, payroll, financial reporting, risk management, and other non-instructional related areas.

### **Essential Functions**

- Assists in the supervision of fiscal operations of the school district using standard accounting and bookkeeping principles and procedures in accordance with the policies of the Medford School Committee, and state and federal laws, regulations, and rules.
- Maintains accurate, up-to-date records of accounts receivable, accounts payable, and the financial position of the school district in order to ensure that the school district is able to maintain its operations and remain within fiscal year budgets.
- Assists the Superintendent and district leadership team in preparing annual budget requests for school district operations to maintain and improve educational opportunities and all necessary support systems.
- Assists in the preparation of monthly operating statements, quarterly reports, and other information or documents as requested.
- Supports the completion of an annual audit of the school district's finances, either by state or federal agencies, or as part of the city's annual audit.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all financial records as required by law.
- Supports the Director of Finance and Operations in the oversight of all school district purchasing, banking activities, payroll, and employee benefits programs.
- Establish, monitor, and assist in the management of matters related to sound fiscal stewardship including all risk management policies, procedures and practices for the purpose of ensuring compliance with legal requirements (e.g., OSHA and Workers' Compensation).
- Assists in the maintenance of appropriate levels of insurance to protect school district property and potential liabilities.
- Assists in the fiscal oversight of the school district's transportation programs to ensure that the school district has an effective and cost-effective student transportation system.
- Assists in the fiscal oversight of the district's food services program and related operations.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, and/or by conducting research under the supervision of the Director of Finance and Operations
- Occasionally represents the school district as necessary in off-site meetings, associations, etc.

- Works with the Director of Finance and Operations and the city finance department on all matters appropriate including potential supervision of some support staff.

### **Additional Duties**

Performs other related tasks as assigned by the Superintendent or Assistant Superintendent.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

### **Equipment/Environment**

Use standard office equipment such as personal computers, printer, copy and fax machines, and telephone. Work in standard office and school building environments.

### **Travel Requirements**

Travels to school district buildings and professional meetings as required.

### **Knowledge, Skills and Abilities**

- Knowledge of best practices in accounting and bookkeeping principles.
- Ability to add, subtract, multiply and divide, and perform complex arithmetic operations.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to analyze situations to define and draw conclusions.
- Knowledge of applicable federal and state laws regarding school district finance, transportation, safety and health, and other areas under responsibility.
- Ability to develop and implement projects.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

### **Qualifications Profile**

- Background in accounting and/or public finance.
- Motor Vehicle Operator's License or ability to provide own transportation.
- Bachelor's and master's degree from an accredited college or university.

### **Experience**

Successful experience working in fiscal oversight of municipal or school district organization preferred.

**FLSA Status:** Exempt  
**Salary Range:** \$75,000 - \$90,000 (Commensurate with Experience, Education, and Skills)