

**27J SCHOOLS
EXEMPT JOB DESCRIPTION**

Job Title: Accounting Manager
Date Prepared or Last Modified: February 1, 2023
Work Year: 12 Months
Department: Finance
Reports To: Finance Director

SUMMARY: Perform accounting functions such as maintain the general ledger, review expenditure transfers, monitor account balances, assist with the annual audit, assist with the preparation of the Annual Comprehensive Financial Report, and manage general ledger staff. In addition, provide financial support to charter schools to reconcile accounting records for reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

M	20%	Manage, monitor and coordinate a timely, accurate and efficient accounting close on a monthly basis. Ensure that all financial reporting is reliable and that financial statements are prepared in accordance with established accounting policies and procedures.
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D	20%	Manage and monitor general ledger accounting functions on a day-to-day basis. Supervise staff, perform personnel evaluations, employee training and development, and other supervisory functions.
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M	20%	Maintain general ledger accounts and create reports for the Mill Levy Override (MLO) funds. Prepare reports for presentation to the MLO Oversight Committee. Attend MLO Oversight Committee meetings.
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A	15%	Assist in the annual audit. Make accrual entries, work with auditors, and prepare schedules to conform to GASB requirements.
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A	10%	Assist in the preparation of the Annual Comprehensive Financial Report and supporting schedules. Transmit data to Colorado Department of Education (CDE).
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A	10%	Work with charter schools to monitor and reconcile accounting records for reporting requirements and data submission to CDE
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D	4 %	Respond to inquiries related to account information, reporting needs and financial questions.
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M	1 %	Perform other duties as assigned.
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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.

EDUCATION AND TRAINING Bachelor’s degree or above in Accounting or related business degree or equivalent advanced training and/or experience.

EXPERIENCE Over three years’ experience in accounting, preferably in a governmental or school district environment.

SKILLS, KNOWLEDGE, & EQUIPMENT Strong technical knowledge of accounting standards and financial statement reporting, Expert competence with spreadsheet, database and accounting software and knowledge of computers are essential, Excellent organizational skills in a complex environment, Effective written and oral communication skills. Strong Excel skills required at the time of hire. General Ledger software (ALIO) preferred at the time of hire but not required.

CERTIFICATES, LICENSES, & REGISTRATIONS CPA preferred but not required.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has spends up to 20% of the time supervising individuals. This includes, but is not limited to, hiring, training, directing work, evaluating, and terminating staff. Will also train staff on ALIO use and generally accepted accounting principles.

JUDGMENT AND DECISION MAKING Work is assigned by the Finance Director based on content of assignment in accordance with job description. This position works collaboratively with school administration, outside accounting firm, senior management and charter school financial representatives. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES This position crosses over to other areas in the building on a daily basis.

SAFETY TO SELF AND OTHERS Low exposure to self to repetitive motion injuries due to data entry and bruises and cuts due to typical office accidents.

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 DEMANDS While performing the duties of this job, the employee is regularly required sit and to talk and/or hear; The employee is occasionally required to stand, walk, and reach with hands and arms.

WORK ENVIRONMENT While performing the duties of this job, the noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. They are frequently required to compile and negotiate.