



SAN MATEO UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

JOB TITLE: MANAGER OF ACCOUNTING **SITE:** District Office
REPORTS TO: Associate Superintendent, CBO **WORK YEAR:** 221 Days
CLASSIFICATION: Classified Management
SALARY: Administrator-Manager Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES **EFFECTIVE DATE:** July 1, 2010

JOB SUMMARY:

Under general direction, administer and manage the District's accounts payable, accounts receivable, associated student body accounting, mandated cost reimbursements, enrollment projections, budget/financial monitoring and reporting; forecast, manage and analyze position control and payroll; interface with STRS and PERS; assist in the development of Board Policies and Administrative Regulations; assume and perform related duties and responsibilities as required.

ESSENTIAL FUNCTIONS:

- Supervise, organize, and direct the activities of staff in the areas of accounts payable, accounts receivable, ASB accounting and payroll.
- Provide salary calculations for staff.
- Oversee position control.
- Assist in monitoring and auditing accounting functions to ensure that established operational procedures and local State and Federal laws are followed.
- Manage internal and external audit responsibilities.
- Work with the Personnel and Education Divisions to assist and support principals in the areas of calculating projected enrollments, coordinate staffing allocations.
- Advise and train site and district personnel in financial record keeping, audit techniques, and budget monitoring and control.
- Interface with STRS, PERS and County Office of Education to ensure accurate payroll retirement reporting.
- Assist in the selection, training, and evaluation of Business Services employees.
- Review, create, approve and process purchase orders.
- Perform other duties as assigned.

QUALIFICATIONS:

Education/Training Experience:

- Equivalent to graduation from college with a major in accounting, business administration, public administration, or a closely related field.
- Two additional years of experience may be substituted for each year of education to a maximum of two years.
- Four years of progressively responsible professional experience in financial management, at least two years of which have been at a supervisory level, preferably in a California school environment.

Knowledge of:

- Laws and regulations governing public school finance including general ledger, fund accounting, program accounting subsidiary ledger management.
- Accounting and fiscal analysis and research techniques.
- Principles of management, training and supervision.
- Payroll laws and regulations including, but not limited to, salary schedules, PERS and STRS, Health & Welfare benefits and other statutory benefits.

Abilities Required:

- Analyze fiscal systems and make recommendations for alternative systems or procedural improvements.
- Analyze complex fiscal problems and develop effective and efficient solutions.
- Establish fiscal and compliance internal controls.
- Analyze data and prepare reports.
- Train or assist in the training of school site and district personnel in accounting, auditing and budget control duties.
- Train, supervise and evaluate assigned personnel.
- Maintain collaborative and harmonious working relationships.
- Comply with the district's customer service standards, as outlined in Board Policy.
- Communicate effectively, orally and in writing.
- Maintain confidentiality and discretion in sensitive materials.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to sit for extended periods of time.
- Demonstrated ability to attend work sufficiently to complete duties assigned.
- Eyesight sufficient to read fine print, distinguish colors and depth perception.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Tolerates moderate noise level in working environment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109).

Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.