

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Senior Accounting Manager

Classification: Classified Management

FLSA: Exempt

Reports to: Director of Fiscal Services

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in accounting, business administration or finance or related field and five years increasingly responsible experience in financial/school business management. Preferable minimum of 3 years prior supervisory experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

SUMMARY

Under the supervision of the Director of Fiscal Services, assists in the management of all functions of the financial records and supervises all functions of the accounting section. Develops, prepares, and maintains a complete set of financial records. Oversees and participates in processing complex accounting transactions, preparing adjustments to sub-ledgers and ledgers, and performs reconciliation, reporting, and auditing of general ledger financial information. Prepares accurate and timely financial and statistical reporting from District and program-based accounting systems.

SPECIFIC RESPONSIBILITIES

1. Assigns and directs the activity of payroll clerks, benefits specialist, benefits clerk and other assigned employees.
2. Maintains budget records and controls.
3. Establishes, reviews and modifies accounting, fiscal and other records.
4. Completes preliminary preparations of the budget and makes budget revisions as appropriate.
5. Directs the preparation, review, and distribution of detailed and complex capital project financial analyses and management reports that provide information on status of budget/expenditure, appropriations, source/availability, and projected revenues and expenditures.
6. Performs continual audits of the student body records.
7. Oversees preparation of the Associated Student Body (ASB) accounts and training of staff. Performs monthly reconciliations
8. Reviews and posts journal entries for disbursements, receipts, and adjustments. Reconciles a variety of accounts, such as, but not limited to, cash, fixed assets, inventory, accounts payable, accounts receivable, reimbursements due, capital projects, and payroll, to the general ledger. Reviews and coordinates or performs monthly/annual closing and post-closing adjusting journal entries.
9. Prepares specified District Financial reports, including the Interim Reports, Adopted budgets and Annual External Audit.
10. Directs, supervises and evaluates employees
11. Develops and maintains comprehensive statistical data; prepares periodic budgetary reports and statements.

12. Monitors the District's position control processes. Administers a system for coding jobs. Monitors allocation of jobs to various cost centers and funds. Verifies new and relocated jobs, answering staffing level questions, ensuring proper account and coding.
13. Serves as a resource for questions regarding budgets, position control, and related information.
14. Prepares cash and expense flow statements and monitors cash of all funds.
15. Prepares audit schedules and accounting reports documenting adjustments to account balances, detailing the transaction trail for audit purposes. Assists auditors with the review of financial records and transactions.
16. Directs the preparation, review, and distribution of detailed and complex capital project financial analyses and management reports that provide information on status of budget/expenditure, appropriations, source/availability, and projected revenues and expenditures.
17. Performs other duties as assigned that support the overall objective of the position.

SPECIFIC QUALIFICATIONS

Knowledge Of:

Generally Accepted Accounting Principles, practices and procedures, practices for double entry and municipal accounting, and related laws, codes and regulations;
Governmental Accounting Standards Boards statements;
California School Accounting manual;
Preparation, review and control of assigned accounts;
Financial analysis and projection techniques and financial reporting procedures;
Collective bargaining agreements;
Principles and practices of management, supervision and training;
Budget control and revenue projections;
District organization, operations, policies and objectives;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Microsoft Access and Office;

Ability To:

Manage assigned functions relating to fiscal management, control and analysis;
Control and monitor assigned budgets or accounts;
Train, supervise and evaluate personnel;
Maintain accurate financial and statistical records;
Prepare and analyze comprehensive accounting reports;
Plan and organize work;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Analyze situations accurately and adopt an effective course of action;
Operate a personal computer and a financial computing system;
Interpret, apply and explain rules, regulations, policies and procedures;
Meet schedules and timelines;
Work independently with little direction;

WORKING CONDITIONS

Environment

Office environment.

Physical Abilities

Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read a variety of financial documents.

Hazards

Contact with dissatisfied or abusive individuals.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

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