SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **Accounting Manager**

QUALIFICATIONS:

1. Bachelor's degree in Accounting/Finance – Business or Public Administration.
2. Minimum of four (4) years related to accounting experience.
3. Experience in public buying/purchasing preferred.
4. Knowledge of governmental accounting principles and practices.
5. Experience preparing timely and accurate accounting reports.
6. Demonstrated knowledge in Microsoft products and other financial accounting software packages.
7. Ability to establish and maintain effective working relationships with all levels of administration.
8. Ability to work within difficult time constraints.
9. Good written and verbal communication skills.
10. Such alternatives to the above qualifications as the Board of Education finds appropriate and suitable.

REPORTS TO:
Director of Business and Finance

SUPERVISES:
All Purchasing Department and Production Room staff

JOB GOAL:
Perform a variety of professional accounting functions while ensuring that each student in the district derives a maximum benefit from the expenditure of the allocations as set by the Board of Education for the acquisition of supplies, materials, equipment and services.

PERFORMANCE RESPONSIBILITIES:

1. Assist in preparation and presentation of the annual budget.
2. Supervise accounts payable function relative to invoices and payments to vendors.
3. Prepare Capital budget.
4. Complete account reconciliations and verifications.
5. Assist in performing a variety of accounting and analytical tasks including analyses, projections, and forecasts, as requested.
6. Assist in preparation of various state and federal financial reports.
7. Assist in year-end closeout.
8. Purchase by competitive bidding, informal quotations and negotiation, and in compliance with Board policy, items of supply, equipment and services necessary for the operation of the school system.
9. Obtain and study comparative prices and quotations.
10. Initiate contracts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
11. Monitor all purchase requisitions and orders to determine correctness of information, price extensions, coding information and train staff on financial software program.
12. Bank account reconciliations.

1-03-01; Rev. 8-22-06; 4-30-13; 6-19-13; Rev. 1-26-15
Approved by Board of Education 2-19-15

13. Perform 1099 file preparation.
14. Perform other duties/functions as assigned.
15. Coordinate the implementation of financial accounting system for food service program.
16. Provide oversight of school activity accounts.

TERMS OF EMPLOYMENT:
Twelve-month work year (260 days) with salary and working conditions determined by the Board of Education.

EVALUATION:
Performance of the job will be evaluated annually by the Director of Business and Finance.