

MANAGEMENT JOB DESCRIPTION

ACCOUNTING MANAGER

JOB SUMMARY:

Under administrative direction, performs professional accounting work maintaining financial records and develops budgetary analysis; performs accounting operations in the completion of financial records reporting revenue and expenditure in all funds.

Directly responsible to: Director of Fiscal Services

Immediate subordinates: Classified staff as assigned

ESSENTIAL JOB FUNCTIONS:

- Prepares and reviews detailed revenues and expenditures for the annual budget process.
- Prepares and reviews other periodic state required financial reports.
- Coordinates the completion and submission of all state mandated cost claims and interacts with auditors when necessary.
- Periodically reviews District's cash flow needs and develops appropriate supplementary alternatives.
- Oversees the in-house financial management system for the District; including maintenance of the Chart of Accounts, periodic interface with the inventory and financial system, creation of journal entries as indicated by various documents, and reconciliation of the in-house financial management system with the San Diego County Office of Education.
- Supervises finance staff activity, coordinates the work of staff, expedites flow of work, and evaluates subordinates as required.
- Assists in interviews and assignment of personnel.
- Confers with administrators regarding budgets and expenditures.
- Prepares and presents financial materials effectively for staff or public meetings.
- Prepares and reviews statistical information and routine reports, special reports, surveys, and year-end reports.
- Serves on various District committees to provide expertise and a financial perspective.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Professional knowledge of the methods and practices, techniques, terminology and systems used in governmental financial accounting record keeping; broad knowledge of data systems application; knowledge of personal computers and their software applications, including Excel, Word, and E-Mail.
- Ability to prepare complex financial reports, to assist with the District's accounting program, and to supervise and train personnel; ability to maintain good working relationships with the public and fellow employees. Ability to organize thoughts and clearly disseminate information either orally or in written form.

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- Three years of recent experience in financial accounting records or systems maintenance. A display of gradual increase in responsibilities and accounting expertise.
- Graduation from a recognized college or university with course work in accounting or finance.

Management Salary Schedule: Range K

BOARD APPROVED: 05/11/84

REVISION DATES: 12/09/03