Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Accounting Manager (AP & AR)**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**P**
Prepared/Revised Date:	**July 1, 2023**	Job Code:	**32015**
		Days:	**260**

SUMMARY: Responsible for independently handing complex financial accounting, reporting, and compliance issues. Under the direction of the Director of Finance/Controller, supports Finance Department staff in carrying out day-to-day, month-end close, and year-end close activities related to accounts payable and accounts receivable. The Accounting Manager works primarily with internal Finance Department staff, but in collaboration with the Finance Manager participates in communications, resource development, training, and support for staff external to the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks
1. Supervise, direct, coordinate the work of, and provide day-to-day technical support for designated Finance Department staff; complete required performance reviews.
2. Ensure the validity of financial data by reviewing, establishing, and maintaining up-to date procedures for reconciling, balancing and/or verifying the general ledger and subledger accounts.
3. Conduct research on complex financial accounting, reporting, and compliance issues and provide recommendations to the Director of Finance/Controller based on that research.
4. Collaborate with the Finance Manager to assign tasks to Finance Department staff; develop and execute training plans for Finance Department staff. Provide day-to-day technical support and training for Finance Department staff. Coordinate and direct dispatch of incoming support requests to appropriate Finance staff.
5. Oversee operations of District accounts payable including but not limited to directing Finance staff responsible for accounts payable activities such use of District software, transaction processing, customer and supplier relations, accounts payable processes related to the procure-to-pay process, journal entries, reconciliations, and month-end and year-end activities; manage the District's purchasing card program; act as a liaison between the Finance Department and the purchasing card bank; ensure compliance with applicable laws, policies, guidelines, and accounting best practices pertaining to accounts payable.
6. Oversee operations of District accounts receivable including but not limited to directing Finance staff responsible for accounts receivable activities such as use of District software, transaction processing, invoicing, third-party collections processes, courier processes and relations, customer relations, journal entries, reconciliations, and month-end and year-end activities; manage the District's integrated payment solution software, act as a liaison between the Finance Department and the payment solution software supplier, ensure integrity and maintenance of data contained in the payment solution software. Ensure compliance with applicable laws, policies, guidelines, and accounting best practices pertaining to accounts receivable.

7.	Lead internal financial management system, other systems utilized by the Finance Department and internal control process improvement efforts; ensure appropriate Finance Department staff are involved, assign tasks, monitor progress, and prepare project progress reports.
8.	Lead, participate in, and/or serve as a technical resource, as appropriate, special projects to support finance-related District initiatives.
9.	Work collaboratively as necessary with individuals through the District to gather information necessary to facilitate accurate financial reporting.
10.	Assist with end-of-month and end-of year closing, data submission financial statement preparation and audit processes.
11.	Monitor, evaluate and promote District compliance with legal mandates, IRS regulations, Board policies, Superintendent policies, District policies, administrative guidelines, grantor agencies, and state and federal regulatory agencies for fiscal related activities and financial transactions.
12.	Maintain current knowledge of pronouncements, regulations, and best practices from the Colorado Department of Education (CDE), Office of Management and Budget (OMB), Governmental Accounting Standards Board (GASB), Governmental Financial Officers Association (GFOA), Association of School Business Officials (ASBO), and other local, state and federal authoritative bodies.
13.	Attend work and arrive in a timely manner.
14.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Accounting or related field; master's degree preferred
- More than five years of administrative experience in the management of an integrated financial management accounting system, management and analysis of administrative practices and operating procedures required
- A minimum of 1 year of experience supervising accounting staff required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Public Accountant (CPA) certification preferred
- Certified Governmental Financial Manager (CGFM) preferred
- Certified School Finance Officer (SFO) preferred

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Specialized knowledge of GASB pronouncements, rules and regulations as well as GFOA and ASBO best practices
- Specialized skills in management; auditing systems and internal controls and CAFR preparation.
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, 10-key calculators, E-mail, etc.
- Operating knowledge of integrated financial management systems; Business Plus preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Finance/Controller	
Direct Reports:	Accountants/Senior Accountants	2-4
	Finance Specialists	3-5

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit				x
Use hands to finger, handle, or feel				x
Reach with hands and arms	x			
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate				x
Copy		x		
Coordinate			x	
Instruct				x
Compute				x
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	