

Carlynton School District

Job Description



Position: Accounting Manager
Reports to: Director of Finance and Operations

Position Summary:

The Accounting Manager is responsible for overseeing and managing the daily financial operations of the Carlynton School District, including payroll administration, accounts payable, and general financial accounting functions. This position ensures accurate financial reporting, compliance with federal and state regulations, and adherence to District policies and internal control procedures. The Accounting Manager supports the Director of Finance and Operations in maintaining the financial integrity of the District and ensuring efficient and effective financial processes.

Qualifications:

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- **Certification:** CPA certification preferred
- Experience in accounting, payroll, or financial management; experience in a public school district or governmental accounting environment preferred.
- Knowledge of governmental accounting standards, internal control practices, and financial reporting requirements.
- Experience with financial management and payroll systems; experience with school financial systems preferred.
- Strong analytical, organizational, and problem-solving skills.
- Ability to manage multiple priorities and maintain strict confidentiality.
- Proficiency in Microsoft Office and financial reporting software.

Essential Duties and Responsibilities

Payroll Administration

- Serve as the District's primary payroll administrator.
- Maintain payroll system records, including employee setup, payroll updates, and payroll data management.

- Process semi-monthly payroll and verify employee time records for accuracy and completeness.
- Coordinate and process payroll-related payments including direct deposits and electronic transfers of federal, state, and local payroll taxes.
- Administer payroll deductions including retirement contributions, annuities, union dues, credit unions, wage attachments, insurance deductions, and other employee withholdings.
- Process additional employee payments including stipends, summer programs, homebound instruction, and other supplemental compensation.
- Maintain accurate payroll records and ensure proper documentation and retention of payroll files.
- Prepare and file required monthly, quarterly, and annual payroll tax and retirement reports.
- Generate and distribute annual employee wage statements (W-2 forms) and related filings.
- Manage employee payroll-related requests including contract payout options and health insurance opt-out payments.

Financial Accounting and Reporting

- Oversee and manage assigned accounting functions to ensure accurate and timely financial operations.
- Maintain and monitor internal controls to safeguard district assets and ensure compliance with applicable accounting standards, regulations, and District policies.
- Assist the Director of Finance and Operations in maintaining District financial records in accordance with legal and regulatory requirements.
- Analyze accounting processes and recommend improvements to enhance efficiency, accuracy, and internal controls.
- Supervise treasury functions including the receipt, custody, and deposit of District funds.
- Oversee procedures related to the collection of fees and revenues.
- Coordinate and prepare required financial reports for local, state, and federal agencies.
- Assist with the preparation of unaudited financial statements and year-end closing activities.
- Coordinate and support the District's annual financial audit.
- Conduct internal audits of District funds or accounts, including student activity funds, as assigned.
- Work with building administrators and secretaries to review and record student activity fund transactions.
- Conduct financial analyses and special projects as assigned by the Director of Finance and Operations.

Accounts Payable

- Oversee and process accounts payable transactions to ensure timely and accurate payment of invoices, utilities, benefits, and other obligations.
 - Review and verify vendor invoices against receiving documentation and purchase orders.
 - Process invoices through the District's financial management system and track partial payments and open purchase orders.
 - Generate weekly and monthly payment runs and prepare checks or electronic payments.
 - Maintain accounts payable files, vendor records, and supporting documentation.
 - Prepare the monthly bills list and supporting documentation for Board of School Directors approval.
 - Review vendor statements and investigate discrepancies or outstanding balances.
 - Respond to vendor inquiries regarding payments and account status.
 - Assist with bid receipt and documentation during the District's procurement process.
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Personal Qualifications:

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make decisions to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

Professional Qualifications

- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation software, email, and Internet as a reference/research tool).
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.

- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.

Reports To:

- Director of Finance and Operations

Position Requirements:

Work Performance:

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

Temperament:

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Personal Skills:

- Plans and prioritizes assignments effectively.

- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward supervisors, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

Technical Skills:

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.
- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

Physical Demands:

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Work Environment:

- Generally, office setting.

Driver's License:

- Must have a valid PA driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History

Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.

- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- 12-month work year (260 days). Salary and benefits per the Act 93 Agreement.

Evaluation:

- Performance will be evaluated by the Director of Finance and Operations on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **March, 2026.**