Position:	Manager, Accounting	**FLSA:**	Exempt
Department/Site:	Finance	**Salary Grade:**	126
Reports to/Evaluated by:	Director of Budget and Finance	**Salary Schedule:**	Classified Management

SUMMARY

Under general direction, plans, organizes and supervises the duties of the Accounting Department to ensure accurate and timely accounting reports, prompt payment of invoices, preparation of funds received for deposit, and issuance of invoices and statements for accounts receivable. Performs highly complex accounting work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Position exercises independent and highly technical thought and analysis in financial management to produce reports, recommendations and statements.

DISTINGUISHING CAREER FEATURES

The Accounting Manager is regarded as a senior level Accountant with additional breadth leading and coordinating the transaction processing functions of the department. To advance to this position, an individual must demonstrate knowledge of the full range of accounting principles, practices and theory used in accounting. Must also demonstrate thorough knowledge of CUSD accounting practices and principles. Prospective incumbents must have prior supervisory experience or considerable supervisory or management training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises professional and para-professional accounting work. Plans, organizes and supervises the disbursement of funds, and collection of revenue for District funds.
- Reconciles District bank accounts to general ledgers and prepares all deposits to Fresno County Treasurer.
- Audits financial data and documents to assure accuracy, completeness and compliance with district policies and procedures and applicable government regulations.
- Conducts internal audit and budgetary control over payment of invoices ensuring accuracy and compliance with all local, state and federal policies and guidelines.
- Assists with the coordination of annual audit with independent auditors. Coordinates documents, prepares requested reports, answers questions and interprets policies and procedures.
- Prepares various reports including tax reports, 1099s, and other reports as assigned by the Director of Budget and Finance or Assistant Superintendent of Business Services. Prepares statistical and analytical reports for administrators.

- Coordinates payments and reimbursements, and reconciles bank statements for various bank accounts, e.g., Worker's Compensation, Clearing Accounts, and Revolving Funds.

- Maintains supporting records of financial transactions; assists in the provision for the custody, handling and safekeeping of cash.

- Communicates with vendors to negotiate solutions, resolve issues and obtain authorizations.

- Reviews and posts journal entries for expenses, receipts, and adjustments. Reconciles year-end closing account activities; records liabilities and revenue transactions.

- Provides assistance to District personnel regarding accounting policies, procedures and requirements. Act as resource for questions regarding budgets, accounts and related information. Provide technical expertise and direction regarding accounting issues and discrepancies. Coordinate activities with other departments and personnel.

- Reviews and analyzes financial record-keeping procedures and methods. Recommends and implements new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations.

- Hires, trains and supervises accounting staff. Evaluates performance of accounting personnel, recommends disciplinary and other personnel related actions if necessary. Develops action plans, goals and training if needed.

- Initiates and/or attends department and inter-District meetings. Performs highly complex accounting duties in support of staff or special projects.

- Performs other duties as required to accomplish the objectives of the position.

Knowledge and Skills: Comprehensive professional technical knowledge of generally accepted financial accounting principles and practices for double entry and governmental accounting. Comprehensive knowledge of audit requirements including schedules and documentation. Comprehensive knowledge of automated accounting systems and relational databases. Comprehensive knowledge of the laws governing accounting transactions and financial reporting. Comprehensive knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires well-developed oral language and writing skills to prepare procedures and reports. Requires strong communication skills, including tact, patience and discretion, sufficient to communicate technical concepts to others and to communicate with individuals inside and outside of the District. Requires sufficient human relations skills to exercise patience and discretion in communications with others inside and outside the organization, and to communicate technical concepts to others. Must know and understand the practices and principles of supervising staff.

Abilities: Requires the ability to prepare account adjustments, and custom reports using PC based spreadsheets and relational databases. Requires the ability to work within, maintain, and review compliance to internal accounting controls. Requires ability to initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations, solve highly technical problems associated with financial transactions. Must be able to supervise and lead staff in a manner which encourages high morale and efficiency.

Physical Abilities: Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires

visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Bachelor's Degree in Accounting or related field; supplemented by four (4) to five (5) years' experience in governmental accounting. Additional experience may substitute for some higher education. Preferable one (1) year supervisory experience.