

Sweetwater Union High School District

ACCOUNTING MANAGER

Purpose Statement

The job of Accounting Manager is done for the purpose/s of implementing and maintaining the overall operation of the business office activities and printing services in conformance to District, State and Federal guidelines; maintaining adequate staffing to ensure that objectives of programs/services are achieved within budget and comply to the District's goals; and supervising assigned staff.

Essential Functions

- Manages the overall operation of the Accounting Department and related activities (e.g. all data processing activities, general ledger cash accounts, records retention and destruction, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and District requirements.
- Develops internal control systems (e.g. accounting and procedural manuals, data retention, destruction criteria, timetables, etc.) for the purpose of ensuring that district assets are properly safeguarded and that the accounting records and reports are accurate and complete.
- Develops a wide variety of financial reports for the purpose of extracting and summarizing budget, fixed asset and other financial data for decision-making and meeting mandated reporting requirements.
- Coordinates a variety of activities related to duplication, printing orders and mail preparation of printing orders for the purpose of ensuring delivery of completed jobs within client specifications.
- Prepares a wide variety of financial and accounting reports, documents and other written materials (e.g. board items, tax returns, financial reports and statements, financial forecasts, etc.) for the purpose of documenting activities and issues, meeting mandated requirements, and/or providing audit references.
- Oversees the day to day operation of the Publication Department (e.g. printing schedules, policies and procedures, etc.) for the purpose of ensuring district printing needs and timelines are met.
- Researches discrepancies of financial information and/or documentation for the purpose of reaching resolution, ensuring accuracy of data and complying with established procedures.
- Monitors the operation of presses, high speed digital copiers and peripheral equipment in the reproduction of printed materials (e.g. handbooks, portfolios, booklets, tests, flyers, letters, bulletins, manuals, business cards, charts, maps, forms, etc.) for the purpose of ensuring quality and accuracy of completed printing jobs.
- Reviews work submitted for reproduction (e.g. proofreads work, clarity of original copy, prepares copier, monitors equipment, etc.) for the purpose of ensuring the quantity and quality of copies requested are completed in a timely manner.
- Manages and supervises assigned personnel (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, progressive discipline, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Compiles data from a wide variety of sources (e.g. district expenditures, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Performs functions of other positions within area of responsibility (e.g. purchasing manager, business support services, facilities accounting supervisor, etc.) for the purpose of meeting operational demands and ensuring coverage for vacations, illness, etc.

- Responds to inquiries from a wide variety of sources (e.g. vendors, district personnel, board members, auditors, etc.) for the purpose of identifying issues and recommending or implementing action plans.
- Maintains a variety of manual and electronic records and files for the purpose of documenting activities, providing an up to date reference and audit trail.
- Participates in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles, methods, techniques and terminology used in generally accepted accounting procedures and financial record keeping, analysis and research procedures; pertinent codes, policies, regulations and/or laws; and budgeting procedures and techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; adapting to changing priorities and work interruptions; working with multiple projects; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination equivalent to a Bachelor's degree from an accredited college or university in accounting, finance or related area, and four years of professional level accounting experience, including two years of supervisory experience.

Required Testing

None Specified

Continuing Educ./Training

None Specified

Certificates & Licenses

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

Management Job Description

Adopted by BOT 3/09/09