

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Accounting Manager

QUALIFICATIONS

EDUCATION: B.A. or B.S. Degree or the equivalent in accounting, business management, or closely related fields.

EXPERIENCE: Five years of responsible accounting, auditing and financial record management and reporting experience. Knowledge and experience regarding California school accounting practices is desired. CPA experience highly desired.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director, Fiscal Services, plan, organize, and supervise the district's accounting, payroll, ASB, and employee attendance activities. Supervise and personally perform difficult duties in connection with the general district accounting functions. Assist and personally perform difficult duties related to budget preparation, monitoring, and control. Supervise and maintain appropriate internal controls and audits. Supervise, instruct, and train all personnel within the accounting department. Performs other work as required.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Accounting Manager's job performance will be as follows:

1. Under the general direction of the Director, Fiscal Services, the work of the district accounting, payroll, and employee attendance areas will be effectively planned, organized, and supervised.
2. Will assist the supervisor with the development and preparation of the district's budgets for all funds.
3. Child Nutrition Services accounting will be capably coordinated with the Child Nutrition Services Department and federal reports and claims for reimbursement accurately produced and/or audited for accuracy.
4. Transportation accounting will be capably directed, coordinated and all district, county, state, and federal reports efficiently generated.

5. Training of new personnel in their job duties and regular personnel in new procedures will be capably handled.
6. Will assist the supervisor with the preparation of the financial statements of Child Nutrition Services and the district's general and other appropriate funds for presentation to the Board of Education in a timely manner.
7. Appropriate district internal controls will be implemented and maintained and internal audits will be conducted in a timely manner.
8. All computer equipment will be maintained in efficient working order and recommendations to the supervisor for upgrading the equipment made in a timely and competent manner.
9. Assessment of computer software and spreadsheet applications with new procedures or correction of problem areas will be capably performed.
10. General liaison between the district and the county office regarding accounting/payroll procedures and/or corrections will be prudently established.
11. Will assume the duties and responsibilities of the Director, Fiscal Services as assigned during that person's absence.
12. Assigned personnel will be adequately supervised and appropriately evaluated following the district's stated timelines.
13. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will be consistently provided to appropriate district office/school personnel.
14. Active and consistent efforts will be made to maintain or improve the external and internal image of the district, its divisions, and its schools.
15. Significant annual objectives deemed appropriate by the supervisor will be established.
16. Will provide fiscal analysis to determine trends in projected expenditures and revenues to assist the budget development process.
17. Will supervise and audit school student body accounts.
18. Appropriate data in support of the status of annual objectives and job description elements will be gathered.
19. Other duties assigned by supervisor will be effectively accomplished.