

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-ACCOUNTING

BASIC FUNCTION:

Under the direction of Director-Fiscal Services, plan, organize and direct the activities and operations of District accounting records, accounts payable and accounts receivable functions; coordinate, oversee and direct the collection and reporting of District-wide attendance data; prepare County, federal and State-mandated financial reports; coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the activities and operations of District accounting records, accounts payable and accounts receivable functions; develop, implement, maintain and oversee effective and accurate accounting systems; analyze and implement improvements in the District's internal accounting controls.

Coordinate, oversee and direct the collection and reporting of District-wide Average Daily Attendance (ADA) and enrollment to local, State, federal and other funding agencies.

Prepare federal and State-mandated financial reports; coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs.

Maintain the general ledger and subsidiary ledgers of District funds.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, organize, assign and review the work of accounting staff, including preparation and processing of journal vouchers, transfer vouchers, deposit permits and travel claims.

Coordinate year-end closing activities and participates in the audit of the official financial records of the District.

Prepare and present State, federal and County-mandated financial reports, statements and schedules including cash flow, debt service and trust accounts; prepare and maintain a variety of other reports, records and files related to assigned activities and personnel.

Develop accounting procedures for recording and controlling the financial transactions of the District's student body organizations; assist principals with assuring schools conform to established policies and procedures.

Provide technical expertise, information and assistance to the Director regarding assigned functions;

participate in the formulation and development of policies, procedures and programs as requested.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned; serve on committees to assist in the development of District policies and procedures.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the accounts receivable, accounts payable, accounting records and attendance accounting functions of the District.

Financial and statistical record-keeping and report preparation techniques.

District accounting policies and procedures.

Generally Accepted Accounting Principles.

Financial transactions of the District's student body organizations.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

ABILITY TO:

Plan, organize and direct the activities and operations of District accounting records, accounts payable and accounts receivable functions.

Coordinate, oversee and direct the collection and reporting of District-wide attendance data.

Prepare County, federal and State-mandated financial reports.

Coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs.

Train and supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain comprehensive reports.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and three years increasingly responsible professional accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.