

ROCKLIN UNIFIED SCHOOL DISTRICT JOB DESCRIPTION



JOB TITLE: Accounting Manager

SUMMARY:

Under the direction of the Director of Fiscal Services and Purchasing, performs financial record keeping tasks, supervises and coordinates the work of assigned business office staff, prepares financial reports and assists in managing the budget. Accomplishes management responsibilities in accordance with the school districts policies and applicable laws. Directly oversees, supervises and evaluates assigned confidential employees and performs other duties as assigned

SUPERVISOR: Associate Superintendent of Business Services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Supervise, train and evaluate the performance of assigned personnel.
2. Supervise activities involved in the enrollment and attendance accounting and reporting system.
3. Assist with all aspects of the budget process, including projections, analyses, updates and budgetary comparisons.
4. Assist in compiling and verifying various reports for submission to management, and to county, state and federal offices.
5. Assist with closing of the District's books.
6. Develop complex computer generated spreadsheets used in the preparation of various financial reports, projections, and analyses.
7. Assist in developing department and district procedure manuals and handbooks.
8. Assist in training department and school site personnel on budget, attendance and accounting policies and procedures.
9. Perform duties independently and interpret and apply District policies, state and federal laws, and mandated requirements for specially funded programs.
10. Serve as a budget resource for District program managers, directors and site administrators.
11. Assist in the management of the general ledger, maintaining accurate general ledger reports and reconciliation of district and county general ledgers.
12. Review the financial statements and monitor the accounting procedures for school site student body organizations.
13. Ensure timely and accurate processing of accounts payable.
14. Supervise all vendor-related duties.

15. Direct and supervise recording, inventorying and reporting of fixed assets.
16. Prepare end-of-year financial schedule for categorical programs.
17. Accounting of other funds as assigned.
18. Perform other duties as assigned.

KNOWLEDGE OF:

1. Generally Accepted Accounting Principles (GAAP).
2. Governmental accounting theories, practice, procedures, and terminology and their applications to a variety of financial transactions and problems.
3. Principles of purchasing and inventory
4. Principles of supervision
5. School attendance law
6. Auditing policy, procedure and practice
7. Computer software programs related to accounting, word processing and attendance.

ABILITY TO:

1. Perform mathematical calculations with accuracy.
2. Perform complex accounting functions.
3. Plan, organize, direct and supervise business operations
4. Maintain complete and accurate records
5. Prepare accurate and timely reports
6. Establish and maintain cooperative working relationships with subordinates, school administrators, and supervisor.
7. Communicate effectively in both oral and written form.
8. Read, interpret and apply state, federal and district rules and regulations.

EDUCATION:

A degree from a four-year accredited college or university, preferably with a major in accounting, finance or business.

EXPERIENCE:

Preferably Four years of increasingly responsible professional accounting experience

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a valid CA driver's license.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Medical Category I.

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

Adoption Date: 00-00-00