

ACCOUNTING MANAGER

DEFINITION

Under administrative direction, assists in the planning, development, and management of the fiscal system; developing and monitoring of budgets; responsible for supervising and coordinating the work of other departmental staff members; communicates with state, county and district administrators; and performs related work as required.

CLASS CHARACTERISTICS

This single-position performs on behalf of the Director of Fiscal Services during absences. Performs a wide range of complex professional level accounting and financial analysis. Position is exempt from overtime.

EXAMPLES OF DUTIES

Plans, organizes, maintains, and directs the development and implementation of the accounting code structure and procedures; works with County and State to ensure compliance with the Standardized Account Code Structure (SACS); tests new components that will enhance the usefulness of the district's fund accounting system. *E*

Assists with the updating, formulation, and implementation of policies and procedures. *E*

Assists with the development and maintenance of annual budgets. *E*

Compiles, analyzes, and completes schedules and reports for cost accounting, transportation, budget, actual expenditures, and auditors. *E*

Conducts internal audits of student body accounts. *E*

Prepares and presents oral and written reports. *E*

Reviews accounting data for consistency, accuracy, and compliance with state and federal laws. *E*

Plans for and provides training to departmental and other District staff members. *E*

Directly supervises, monitors, and evaluates the work of assigned staff. *E*

Performs related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Budget, accounting, fiscal, and financial record keeping principles, procedures, and methods;
2. Financial analysis and research procedures;
3. Laws and regulations governing a school's fiscal and financial systems;

Knowledge of: (cont.)

4. Principles of supervision and training; and
5. Modern data processing systems and personal computer systems and procedures as they apply to financial record keeping and management information systems.

Ability to:

1. Plan, organize, and coordinate a complex budget management program and procedures for the District to meet mandated regulations and requirements of law, quality standards, and rigid deadlines;
2. Read, interpret and apply laws, rules, and regulations of the District budget, accounting, and fiscal procedures and policies;
3. Collect, assimilate, and evaluate data to prepare sound recommendations;
4. Prepare clear and concise financial reports;
5. Interpret and explain various procedures;
6. Analyze and resolve problems with tact and proficiency;
7. Instruct, train, supervise, and direct the work of others;
8. Proficiently use a PC, appropriate software, and calculator;
9. Work under pressure of constant deadlines with frequent interruptions;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

A combination of college level education/training related to professional level accounting experience with emphasis on budget development, program accounting, accounts payable, accounts receivable, financial analysis, and financial reporting. Some California public school district experience desirable, but not required.

or

Responsible experience at or above the level of the Senior Accountant in the Huntington Beach Union High School District in which the incumbent has acquired the knowledge, skills, and abilities listed as minimum qualifications.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and to make presentations; sitting or standing for extended periods of time; and seeing to read, analyze, and review complex financial data.