

STOCKTON UNIFIED SCHOOL DISTRICT

ACCOUNTING MANAGER

DEFINITION

Plan, organize and direct accounting and financial record keeping activities in the areas of accounts receivable, accounts payable, payroll, inventory systems, general ledger and student body accounts; to ensure compliance with federal, state and local reporting requirements, including preparation of financial statements as required; to serve as a resource on accounting matters; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Chief Business Official, and exercise both general and has direct supervision over assigned staff.

ESSENTIAL FUNCTIONS– Duties may include, but are not limited to, the following:

Supervise and coordinate the work of accounting staff in the areas of accounts receivable, accounts payable, general ledger and student body accounts.

Perform monthly and annual reconciliation of the general ledger and subsidiary ledgers for all District funds and cash accounts.

Maintain the general ledger and subsidiary ledgers, producing monthly cash flow statements and projections, operating statements, and trial balances for all District funds, as well as other financial statements, as required, for review by District administration and the Board of Education.

Monitor and evaluate the propriety of postings to the general ledger and subsidiary ledgers.

Implement and maintain accounting functions in an electronic data processing (EDP) environment.

Propose program changes relative to accounting applications.

Prepare or supervise the preparation of analytical data relative to business studies and surveys.

Coordinate and participate in year – end closing activities and with the audit of the official financial records of the District.

Cooperate and assist auditors in matters relating to regular audits of the District’s books or special audits as required by state and/or federal statute and agencies.

Prepare expenditure reports regarding construction projects.

Coordinate, collect, and maintain records regarding collection of developer fees.

Select, train and evaluate accounting staff.

Maintain regular and prompt attendance in the workplace.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of business administration and management
- Operating techniques of a school district
- Principles, practices and techniques of governmental accounting, including California School Accounting Manual and related State Account Code Structure
- Principles and techniques of auditing
- Principles and techniques of personnel management and administration
- Basic financial analysis and research procedures

- Electronic data processing systems and procedures
- Collective bargaining agreements and employer/employee relations

Ability to:

- Plan, organize and direct the accounting program of a school district
- Develop and improve systems in the accounting area
- Prepare clear, complete and concise reports
- Analyze situations accurately and adopt an effective course of action
- Motivate, supervise and train accounting personnel
- Establish and maintain cooperative and harmonious working relationships
- Speak and write effectively

Education and Experience:

- Graduation from an accredited institution with a degree in either accounting or business– CPA Preferred (additional professional accounting experience may be substituted for the required education on a year-for-year basis)
- Five (5) years of increasingly responsible professional experience in accounting, at least three (3) years of which must have included general ledger responsibility in a fund accounting environment
- Supervisory experience in the maintenance of fund accounts and in preparation of financial reports is required, preferably in a school system

License and Certificates:

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Environment:

- Office environment

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

Salary Placement:

Managme

Tier 6, Range 02

12-month work year

Board Approval: 02/26/19

Management re-alignment effective 03/01/19

Revised from Chief Accountant job description: 11/10/09

Board Personnel Sub Committee approval: 02/10/10

Board of Education approval: 02/23/2010