

WILLOWS UNIFIED SCHOOL DISTRICT

CLASS TITLE: **ACCOUNTING MANAGER**
 (Classified Management)

Directly Responsible To: Director of Business Services
Supervision Over: Business Office Staff

BASIC FUNCTION:

Under the direction of the Director of Business Services, performs work and provides support involving a variety of school business activities such as budgeting, payroll, accounts receivable/payable, and financial report preparation. Analyzes documents and resolves problems and discrepancies. Compiles and analyzes data and prepares extensive and detailed reports for regulatory compliance. Assists in the monitoring of accounting procedures and program regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Reviews requisitions / purchase orders and accounts payable activity for completeness, accuracy, proper account numbers and availability of funds to maintain budget control. Provides approval and oversight of all district expenditures.
- Reviews payroll activity for accuracy, completeness, and budget and assignment authorizations and proper account numbers.
- Performs reconciliations of employee benefits, payroll and position control activity, District credit card accounts, and other purchasing and accounts payable activity as assigned and reviews and approves all local bank account reconciliations.
- Prepares, verifies and processes transfers of funds between programs and other funds.
- Assist with budget revisions for approval and processes as required.
- Analyzes general ledger accounts to identify erroneous account numbers, salaries, fringe benefits, and procedural problems, locates sources of error and makes necessary corrections.
- Assists in the review of proposed budgets submitted by sites and department heads for proper account numbers, completeness, accuracy and compliance with program and district guidelines.
- Assists Director of Business Services in training, supervising, and evaluating Business Office staff.
- Maintains fixed assets and equipment inventory records.
- Prepares a variety of detailed and complex reports, researching and analyzing data, including financial forecasting.
- Assists Director of Business Services in the budget development process, including verification and balancing of budget to state reports and accounting systems.
- Maintains systems integrity.
- Assists in the year end closing process and related functions.
- Prepares related annual financial state and federal reports.

- Conducts internal audits of categorical programs, District programs and department budgets, and Associated Student Body funds.
- Assists in resolving problems and answering questions related to business office procedures and policies.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Governmental accounting principles and practices.
- County, State and Federal guidelines and manuals.
- Processes and procedures applicable to school district accounting/budgeting/payroll systems.
- District rules, regulations and policies applicable to accounting/budgeting/payroll systems.
- Accounting principles, practices and terminology.
- Principles of good public relations.

ABILITY TO:

- Gather, read, analyze and interpret statistical and narrative data.
- Perform the essential function of the job with reasonable accommodations, if necessary.
- Plan, organize, and prioritize work and adjust to changing circumstances.
- Make extensive calculations using simple math, Excel worksheets, and 10-key calculators.
- Write legibly and speak clearly and concisely.
- Learn and follow oral and written instructions and procedures.
- Gather and compile data with accuracy.
- Work well with the general public and District staff and possess good communication skills, both orally and in writing.
- Operate standard office equipment including a computer.

PHYSICAL ABILITY TO:

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports.
- Periodically handle lightweight parcels and supplies.
- Occasionally stand or walk.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.

Qualifications:

- BA or BS degree or equivalent experience in a business-related field of study.
- Five years of experience in progressively responsible accounting and financial record keeping, preferably in school business
- Additional relevant experience may supplement the education requirement.
- Experience in district level general ledger, budgeting, payroll, payables, and attendance accounting desirable.

- Minimum of two years of supervisory or department leadership experience preferred.
- Proficiency with Excel is required.
- Experience with Escape Online / Frontline ERP or similar public schools' financial system desired.
- Valid California driver's license and ability to drive a car to perform job requirements.

LICENSES AND OTHER REQUIREMENTS:

- A valid Class C California driver's license may be required.
- Possession of Chief Business Official Certification or willingness to obtain certification upon employment.

WORKING CONDITIONS:

- Environment: Office environment, constant interruptions, driving a vehicle to conduct work, evening or variable hours.