

**CLASS TITLE:** Accounting Manager

**DEFINITION:** 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; 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.

**EXAMPLES OF DUTIES:**

- 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.
- Manage all accounts payable tasks, including disbursements, 1099 and tax related matters customer vendor relations
- Develop, implement and maintain accounting procedures for recording and controlling the financial transactions of the District's accounts payable, accounts receivable and general accounting to ensure adherence to District guidelines .
- Coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs.
- Prepare complex financial and statistical reports and summaries related to accounting operations and activities; review financial reports, receipts, disbursement records, and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary.
- Coordinate year-end closing activities and participates in the audit of the official financial records of the District.
- Prepare State, federal and County-mandated financial reports, statements and schedules, prepare and maintain a variety of other reports, records and files related to assigned activities and personnel.
- Perform internal audits; check and review a variety of records, accounts, and reports for accuracy, conformance, and timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, and processing and payment of invoices and other accounts payable.
- 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.
- 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.
- Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications.

- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Evaluate the district's automated accounting system; troubleshoot and resolve data discrepancies, and incorrect coding.
- 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.

### **DESIRABLE QUALIFICATIONS:**

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

### **Knowledge of:**

- Planning, organization and direction of the accounts payable, accounts receivable, general ledger and accounting records.
- Financial and statistical record-keeping and report preparation techniques.
- District accounting policies and procedures.
- Generally Accepted Accounting Principles.
- Technical aspects of field of specialty.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

### **Skill in:**

- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

### **Ability to:**

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

DMA, Salary Range: 10  
MT. DIABLO UNIFIED SCHOOL DISTRICT  
Approved by Board of Education: