

## Job Description

**Title:** Accounting Manager

**Reports to:** Associate Superintendent for General Administration

**General Summary:** Responsible for the management of all business office functions as well as overall coordination of district-wide accounting procedures and financial management to ensure effective support for the educational programs and services of the district.

**Essential Functions:**

1. Manages, directs, and supervises all functions of the business office (i.e., accounts payable, accounts receivable, payroll, investments, and all other financial accounting matters).
2. Supervises and evaluates business office personnel.
3. Manages the investment of available cash in school district funds (i.e., general fund, depreciation fund, employee benefit fund, bond fund, and building fund).
4. Develops necessary documentation of business office procedures.
5. Directs the accounting and financial reporting procedures for other divisions and departments in the district and provides support services related thereto.
6. Provides financial information required for the completion of reports required by federal, state, and/or local governmental agencies and responds to agency inquiries regarding all financial matters.
7. Performs fiscal analyses and provides reports necessary and/or desirable for the management of the school district.
8. Coordinates the district's annual financial audit. Prepares work papers and provides financial information as requested by the auditors.
9. Prepares the Annual Financial Report (or supervises the preparation of such by the district's auditors).
10. Assists with the budget development process. Maintains all supporting budget-related files and prepares the final budget documents.
11. Assists with the development and administration of board policies related to the district's financial, accounting, and purchasing functions.
12. Assists with the management of the district's property, casualty, and liability insurance programs.
13. Assists with interpreting and responding to proposed legislation having a potential financial impact on the district.
14. Maintains the computerized accounting system for all budgeting, accounting, payroll, and purchasing functions.
15. Performs all other duties as requested by the Associate Superintendent for General Administration.

Length of contract: Twelve months per school year

**Qualifications:**

- 1. Education Level: Master’s degree in finance and business administration preferred.
- 2. Certification or Licensure:
- 3. Experience desired: Experience in school finance or related area with specialized knowledge of educational financial systems.
- 4. Other requirements: The ability to select, supervise and evaluate the work of others.

**Special Requirements:**

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing .....	X		
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max. ....	X		
5. Carrying <u>25</u> feet .....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling .....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Rule  
Revised: July 2000; Reviewed February, 2014

Millard Public Schools  
Omaha, NE