



## PERSONNEL COMMISSION

**Class Code: 0346**  
**Salary Range: 42 (M2)**

### ACCOUNTING MANAGER

#### JOB SUMMARY

Under general direction, plan, organize and manage the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services; oversee and perform professional-level accounting and financial analyses; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and manage the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services; assure compliance with applicable laws, codes, rules and regulations. **E**
- Supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and participate in the preparation and maintenance of auditable fiscal records and files; compile data and prepare detailed accounting reports and records. **E**
- Review grant expenditure reports prepared by staff for accuracy and compliance for grants such as Title I, Special Education, After School programs, Child Development programs, National School Lunch Program and Child and Adult Care Food Program. **E**
- Review reimbursements from grants for cash flow purposes. **E**
- Maintain Chart of Accounts in accordance with Generally Accepted Accounting Principles (GAAP), California School Accounting Manual and other established standards. **E**
- Review and code requisitions and maintenance requests for services; prepare journal entries; monitor accounts receivable and cash distribution. **E**
- Prepare for and manage the year-end closing process; coordinate year-end external audit of the financial records. **E**
- Develop, review and submit the Nutrition Services preliminary annual budget; prepare Nutrition Services budget forecasting revenue, expense reports and expense transfers. **E**
- Analyze, develop and implement accounting systems and procedures; advise administration of unusual trends or issues and recommend appropriate corrective action. **E**

- Communicate with administrators, staff, outside agencies, auditors and vendors to coordinate activities, resolve issues and exchange information. ***E***
- Write bulletins, accounting manuals, letters and other correspondence. ***E***
- Operate a variety of office equipment including a computer and assigned software systems; drive a vehicle to conduct work as assigned by the position. ***E***
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field; conduct presentations as requested. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** that identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Accounting Manager plans, organizes and manages the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services. Incumbents supervise the performance of professional, technical and clerical staff. An Accounting Manager performs professional-level accounting and financial analyses and is responsible for the compilation and submission of a wide variety of reports and records in compliance with the California Education Code and federal accounting procedure requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, procedures and practices of governmental accounting including budgeting and fiscal control.

Preparation of financial statements and comprehensive accounting reports.

Financial and statistical record-keeping techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

Generally Accepted Accounting Principles (GAAP) and auditing principles, practices and procedures.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software systems.

#### **Ability to:**

Oversee and perform professional-level accounting and financial analyses. Supervise and evaluate the performance of assigned staff.

Analyze, interpret and prepare financial statements, forecasts and reports.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Compile data and prepare detailed reports and records.  
Write rules, regulations, procedures, and manuals.  
Analyze problems and functions to develop an effective course of action.  
Establish accounting systems and procedures.  
Classify fiscal documents and transactions.  
Operate a computer and assigned software systems.

**Education and Training:**

Bachelor's degree in accounting, business administration, finance or a closely related field.

**Experience:**

Three years of professional-level accounting experience including some experience in a lead or supervisory capacity. Governmental accounting experience is preferred.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions assigned to Nutrition Services require the use of a personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Bending at the waist, kneeling or crouching to retrieve and file materials.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 12/10/1997

Revised: 3/25/2004

Revised: 3/31/2016