

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Financial Accounting	REPORTS TO:	Controller
DEPARTMENT:	Financial Accounting	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	024 AASD Classified
ISSUED:	May 25, 2010		

BASIC FUNCTION:

Plan, organize, control and manage the financial accounting, cafeteria accounting, and charter school accounting functions and assigned staff; relieve the workload of the Controller by performing highly responsible fiscal duties and assigned projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Plan, organize, control and manage the financial accounting, cafeteria accounting, and charter school accounting functions and assigned staff. ***E***

Manage the operation of the district's financial books of record including the opening, posting, adjusting, and closing of general ledger and subsidiary ledger accounts for all district funds, including Food Services and charter schools. ***E***

Prepare or direct the preparation of—complex financial, statistical, and analytical reports and statements to support the district's financial activities. ***E***

Interpret district accounting and financial policies and methods for the district's management team. ***E***

Manage the preparation of district income projections used in budget development and other financial planning activities. ***E***

Review, analyze, and report on financial implications of all legislation pertaining to areas of assigned responsibility. ***E***

Manage the district's cash management process and invest surplus funds in the public market or borrows funds from the private sector or County Treasurer when required. ***E***

Manage the district's accounts receivable function including the preparation of claims, invoicing, and collection of revenues due the district. *E*

Manage the district's various retiree medical benefits accounts. *E*

In cooperation with the Budgets Development Director, manage financial control over all externally funded projects and other programs for which the district receives separate funding. *E*

Assist contract auditors in the performance of fiscal and compliance audits. *E*

Maintain contacts and confer with financial and legal consultants, investment rating services, and investment groups in matters related to the sale of tax and revenue anticipation notes and act as district representative as required. *E*

Prepare or direct the preparation of complex and detailed cash forecasts. *E*

Manage the calculation and reporting of the district's appropriations limit (Gann Limit) and revenues subject to the appropriations limit. *E*

Manage the maintenance of specialized accounting systems for calculating the district's sales and use tax liability and the filing of related tax returns. *E*

Manage the Federal Impact Aid Survey function of the district. *E*

Perform complex research and analysis and recommend and implement new district policies and procedures resulting from new legislation and new programs. *E*

Coordinate activities with those of other accounting sections and interdepartmental units. *E*

Evaluate, recommend, install and implement new system applications as required to improve efficiency and productivity of unit. *E*

Analyze the impact of financial accounting functions on district-wide financial systems. *E*

Provide technical expertise, information and assistance to the Controller regarding assigned functions; assist in the formulation and development of policies, procedures, and programs. *E*

Conduct in-service training programs to provide financial accounting information to school sites and central office locations and attend various seminars and workshops to keep current with changing laws. *E*

Communicate with state and county officials and district staff at all levels and with statewide school business organizations regarding accounting, financing, and financial reporting requirements and the development of new or revised reporting systems; attend meetings on behalf of management staff as requested. *E*

Assist in the development of the budget for the Financial Accounting Department; control and authorize expenditures in accordance with established limitations. *E*

Select, train, supervise, and evaluate the work of assigned staff. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in accounting, business administration, finance, or closely related field and five years of full-time, progressively responsible fiscal experience, preferably in a public agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced financial analysis and accounting principles, systems, and procedures.
Applicable laws, codes, regulations, policies, and procedures.
Principles and techniques of budget preparation and control.
Oral and written communication skills.

ABILITY TO:

Provide leadership and direction in assigned functions.
Apply advanced financial analysis and accounting principles, systems, and procedures.
Prepare complex financial studies.
Exercise sound judgment in preparing justifications and making recommendations
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Communicate effectively orally and in writing.
Train, supervise, and evaluate the work of others.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Prepare reports and direct the maintenance of a variety of reports and files related to assigned activities.
Work independently with little direction.
Interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1659

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