

## CENTRAL OFFICE

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**TITLE:** ACCOUNTING MANAGER

**REPORTS TO:** School Business Administrator

**QUALIFICATIONS:**

1. Bachelor's Degree, Accounting & Business experience.
2. Excellent communication skills with staff members, administrators, and other professionals.

**JOB GOAL:** Assist the Business Administrator in administering selected business functions of the district in such a way as to ensure compliance with GAAP and the proper maintenance of records.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises payroll including all necessary agency reporting and maintains accompanying records.
2. Issues vouchers for Board purchases.
3. Assists Business Administrator in preparation of the annual budget and budget forecasts.
4. Manages the schools' internal funds, as directed.
5. Invests the Board's inactive funds.
6. Assists other Administrators in the preparation and reporting for special projects/grants.
7. Prepares monthly Board Reports for the Business Administrator.
8. Assists in the preparation of year-end CAFRA.
9. Collects fees and other monies due the Board of Education.
10. Assists in the management of all cash accounts in all funds and accounts for all financial transactions.
11. Administers General Fixed Assets Program.
12. Assists in the preparation and submittal of Debt Service Date for the Department of Education.
13. Coordinates the issuance of insurance and the payment of capital leases for transportation.
14. Special assignments, as directed by the Business Administrator.

**TERMS OF EMPLOYMENT:** Contract is for twelve months, with conditions set by the Board of Education.

**APPROVED:** October 16, 2007