# JOB DESCRIPTION

**POSITION TITLE:** Accounting Manager  
**JOB CODE:** 465C  
**DIVISION:** Financial Services  
**SALARY SCHEDULE:** Professional/Supervisory  
**DEPARTMENT:** Accounting Services  
**WORK DAYS:** 238  
**REPORTS TO:** Director, Accounting Services  
**PAY GRADE:** Rank D (NK04)  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Manages the Food Service Accounting Manager, Procurement Card Specialist and Cash Specialist position and performs all assigned duties related to accounting/financial reporting and cash management activities.

**REQUIREMENTS:**

1. Educational Level: Bachelor Degree in Accounting or Finance required
2. Certification/License Required: None
3. Experience: 3 years of accounting experience; Experience preferred in school district financial statement audits and audits of States, Local Governments, and Non-profit Organizations relating to Circular Number A-133 pursuant to the Single Audit Act of 1984
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; excellent accounting and analytical skills; excellent supervisory, organizational, and interpersonal skills.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Manages and supervises the Food Service Accounting Manager; responsible for completing staff annual evaluation. Manages and supervises the Procurement Card Specialist and Cash Specialist positions; responsible for completing staff annual evaluation.
3. Approves journal vouchers and entries posted to the CGI accounting system.
4. Assists in closing the fiscal year’s financial records for the School District by preparing accruals, overseeing encumbrance reconciliation, etc. Prepares bank audit confirmation letters as requested by the external auditors and obtains the appropriate signatures. Serves as the District liaison in obtaining information and answering questions for external auditors. Prepares audit work papers and accounting data for the external auditors and responsible for preparing the financial section of the Comprehensive Annual Financial Report.
5. Assists Director of Accounting and Chief Financial Officer with conducting special assignments as needed including, but not limited to preparation of the annual Comprehensive Accounting Financial Report (CAFR) for submission to the Government Financial Officer Association and Association of School Business Officials, annual budget, etc. Reconciles budget data with accounting data.
6. Prepares the annual State of Georgia unclaimed property report as required by State law and authorizes the reissuances of any outstanding payments as required by this law.
7. Establishes and maintains the administrative framework which formally describes the policy and procedural requirements for the cash management program. Including, establishing and maintaining appropriate records to control and manage invested funds. Maintains cash and investment logs.
8. Manages the daily banking operations of all the District bank accounts. Evaluates cash flow needs to ensure adequate funds are available to cover checks. Establishes and maintains adequate level to collateralize on the basis of market value to protect Cobb County School District from bank failure and possible loss of the district funds. Provides investment guidance and banking services assistance to local school administrators.
9. Establishes and maintains procedures to ensure that proper banking documentation is received and filed with
Each investment. Prepares authorized signature documentation for all school and District bank accounts. Prepares requests for proposals and conducts competitive bidding for banking services; coordinates banking services with banking personnel and other Cobb County School District financial personnel.

10. Prepares and monitors revenue projections for annual and long term budgets. Informs management of significant changes in projections so that corrective action may be taken.

11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ______________________

Signature of Supervisor __________________________ Date ______________________