EMPLOYEE NAME: ______________________

Revised: 5/92; 2/93; 5/93; 11/94; 2/96; 1/98; 12/00; 11/01; 6/02; 6/03; 5/04; 3/06; 10/08; 9/09; 6/12; 7/12; 10/12; 3/13; 4/13; 7/14; 7/15; 12/15; 6/17; 4/18; 6/18; 5/19

JOB DESCRIPTION

POSITION TITLE: Manager, Local School Accounting

JOB CODE: 465C

DIVISION: Financial Services

SALARY SCHEDULE: Professional/Supervisory Support

DEPARTMENT: Local School Accounting & Internal Compliance

WORK DAYS: 238

REPORTS TO: Director, Local School Accounting & Internal Compliance

PAY GRADE: Rank D (NK04)

FLSA: Exempt

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Manages the Local School Accounting operations and After School Program Financial Procedural Functions for the School District; collaborates with Financial Services Special Projects Department to ensure proper training of school Bookkeepers and After School Program staff.

REQUIREMENTS:

1. Educational Level: Bachelor’s Degree in accounting or Business Administration required
2. Certification/License Required: None
3. Experience: 3 years accounting experience
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, communication, organizational, and interpersonal skills; strong verbal and written 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 the District’s Local School Accounting operations and Local School Accounting staff; completes staff annual evaluations.
3. Supervises the financial procedural functions of the After-School Program to ensure local school compliance with procedures and program profitability.
4. Manages the monthly school bank reconciliation and financial review process in Local School Accounting.
5. Prepares annual local school accounting closing entries for upload to State.
6. Interprets the Local School Accounting Standard Operating Procedures for administration and Bookkeepers; interprets Board Administrative Rules for administration and Bookkeepers in conjunction with the Local School Accounting Standard Operating Procedures.
7. Assists with developing and updating the monthly school and After School Program financial review processes to ensure efficiency and adherence to District policies, procedures, and strategic goals.
8. Acts as liaison between the School District, the armored car service, and the District’s banks.
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<td>10.</td>
<td>Utilizes written and verbal communication skills to inform all levels of administration, school Bookkeepers, and ASP staff about financial activities, procedures, and revisions to current procedures; performs annual follow-up with all new Principals to review financial procedures, processes and school’s financial reports.</td>
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<td>11.</td>
<td>Collaborates with Financial Services Special Projects Department to ensure proper training of school Bookkeepers and After School Program staff; assists with training of school administration upon request of Chief Financial Officer.</td>
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<td>12.</td>
<td>Responsible for ensuring all local school’s bank signature cards are up-to-date.</td>
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<td>13.</td>
<td>Collaborates with Procurement Services on local school requests for quote to ensure all local schools have an adequate supply of required financial control documents.</td>
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<td>14.</td>
<td>Maintains a high level of confidentiality regarding all Internal Compliance matters.</td>
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<td>15.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee ____________________________ Date ____________________________

Signature of Supervisor ____________________________ Date ____________________________