

JOB DESCRIPTION

POSITION TITLE Accounting Manager, PCard and Expenditures	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORKDAYS: 238
REPORTS TO: Assistant Director, General Ledger	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages, plans, directs, and evaluates the Procurement Card Manager. Coordinates and performs accounting activities related to State and Federal Grants for the District; accurately analyzes, evaluates, and prepares reports related to grants. Assist in year-end closing and preparation of audit workpapers and the compilation of the CAFR.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree with Accounting (Major) required
2.	Certification/License Required: none
3.	Experience: 3 years of experience in accounting; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; works independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

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 Procurement Card Specialist position; responsible for completing staff annual evaluation.
3.	Ensures that grants conform to all State, Federal and local Grant deadlines. Monitors actual verses budgeted expenditures on a recurring basis and reports on budget variances.
4.	Provides support to CCSD State and Federal Grant Administrators regarding the reporting of grant expenditures. Acts as the District administrator for local funded grants by creating appropriate charge code accounts, establishing and preparing budgets, preparing invoices and documentation for reporting and expense reimbursement to the district.
5.	Assists in compiling and developing year-end entries for mandatory Department of Education filings, such as the DE046 State of Georgia upload and various other State financial reporting.
6.	Compiles and prepares State, Federal, and local grant financial reports. Prepares accounts receivable billing, GADOE drawdowns, and necessary invoicing for reimbursement of grant expenditures.
7.	Attends appropriate training and organizational grant meetings to keep abreast of accounting practices and miscellaneous grant issues.
8.	Coordinates, analyzes, and prepares grant financial data for the annual financial audit and any miscellaneous State Government Audits.
9.	Prepares Internal Board Monitoring Reports for CFO. Prepares the audit workpapers and analysis of the Comprehensive Annual Financial Report and assists with the financial preparation of the Comprehensive Annual Financial Report.
10.	Prepares and updates, as needed, financial procedures related to grants. Communicates grant appropriate information to district grant personnel.
11.	Serves as backup for the General Accountant and Financial Accounting, Manager.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____