



JOB DESCRIPTION

Job Title	Accounting Manager
Department	Business Services
Reports To	Executive Director of Business Services
Classification	Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Accounting and Payroll Manager, under the direction of the Executive Director of Business Services, implements, coordinates, and supervises the District's accounting systems and data processing system necessary to meet required financial, budgetary, and fixed asset management. Objectives of the position include but are not limited to maintaining the accounting system in accordance with accepted accounting procedures, assisting in the development and implementation of accounting, internal auditing, and budgetary control procedures for the District, ensuring the District's financial activities are compliant with all applicable regulations, and other varied functions.

Essential Job Functions

- Processes and supervises the posting of data and appropriate posting adjustments as required for all funds.
- Supervises cash flow projections and oversees the district's investment portfolio.
- Prepares cash flow borrowing paperwork.
- Implements sound accounting practices and provides general oversight for all departmental and school internal accounting and budgeting activities.
- Ensures financial records are kept in accordance with district, state, and federal policies and requirements as well as current generally accepted standards of accounting.
- Keeps informed and up to date on all tax, accounting, and other financial matters that may affect the district.
- Plans operating activities of the Accounting Department and assists in the formulation of future objectives, including those related to data processing implementation.
- Supervises and evaluates the Accounting Department staff.
- Assists in the equitable resolution of complaints, concerns and problems involving financial matters of the district.
- Compiles and examines cost information, budget information, prepares reports, and makes recommendations to Executive Director of Business Services.
- Prepares grant program claims.
- Prepares budget transfers and adjustments.
- Assists auditors with preparation of audit work papers.

- Prepares and files annual state and other financial regulatory reports.
- Consults with other departments and administration regarding financial data and procedures.
- Understands payroll policies and programs as they relate to general ledger.
- Provides support and training to other district personnel dealing with financial matters.

Ancillary Job Functions

- Other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in accounting or related field.
- Certified Public Accountant (CPA) license.
- Minimum of 3-5 years of experience in supervising an electronic finance operation.
- Recent successful experience in a responsible office position.
- Recent experience and/or training in word processing, spreadsheets, database software, and accounting.
- Personal characteristics that reflect excellent record keeping, organizational ability, broad knowledge of administrative functions, and personal relations skills.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Wisconsin certification for School Business Official and/or comparable experience.
- Understanding of state accounting systems and reporting as they pertain to K-12 school districts, or equivalent public or private sector accounting experience, and the ability to interpret and analyze documents pertaining to state accounting systems and implement that information effectively.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to function with independent judgment.
- Ability to exercise judgment and discretion in application and interpretation of departmental policies and regulations.
- Ability to maintain positive effective working and public relationships.
- Ability to maintain confidentiality.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to perform varied tasks at a high rate of speed and accuracy.
- Skills in human relations and organization.
- High degree of office management skills.
- Knowledge of and ability to communicate to others information about district finances.
- Strong analytical skills.
- Strong understanding of Wisconsin Uniform Financial Accounting Requirements (WUFAR)
- Strong understanding of Governmental Accounting Standards Board (GASB) reports.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.