

## ACCOUNTING MANAGER

### DEFINITION

Directs the day-to-day activities of multiple specialized sections within the Accounting and Disbursements Division and is responsible for central accounting records and controls over financial transactions of the District.

### TYPICAL DUTIES

- Plans and directs the activities of a large staff of professional, technical, and clerical employees engaged in the maintenance of a variety of accounting records and controls applicable to all financial transactions within two or more sections of the District.
- Directs and participates in the development and revision of procedures in order to meet requirements of law, provide services to management, improve efficiency in section activities, and coordinates section activities with those of other sections, branches, and divisions.
- Reviews new rules and regulations against existing internal accounting and administrative controls, makes recommendations for necessary revisions, and assists in managing the deployment of business process changes.
- Consults with and advises District administrators and personnel of other Accounting and Disbursements Division offices of the requirements of the law and the accounting system and on the services and procedures of the General Accounting Sections.
- Consults with representatives of other governmental agencies including contract auditors in regards to the accounting system and specific transactions.
- Directs and reviews the preparation of periodic and special financial statements, reports, bulletins, projections, and recommendations, on which important administrative decisions are based.
- Directs and reviews the study of new and revised laws, rules, and programs affecting the central accounting system and records and installs or recommends changes as appropriate.
- Establishes accounting systems and procedures as necessary to provide financial information in the manner appropriate to administrative requirements and consistent with law, accounting principles, and prudent financial management.
- May act for a Director during absences or as assigned.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Accounting Manager plans and directs the maintenance of central accounting records and controls within 2 or more specialized sections for all the District's financial transactions through multiple Head Accountants.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

A Head Accountant is the administrative head of a specialized section engaged in accounting and related activities. The class is characterized by administrative responsibility for planning, scheduling, and coordinating day-to-day activities of a large number of professional, technical, and clerical employees.

### SUPERVISION

General direction is received from a Director of Accounting. General direction is exercised over subordinate Head Accountants and a large staff of professional, technical, and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Governmental, tax, and school accounting theory, practice, and procedures  
Generally Accepted Accounting Principles (GAAP)  
Governmental Accounting Standards Board (GASB)  
Principals of program budgeting and accounting; budgetary control; and financial reporting  
Laws, rules, regulations, and policies affecting the financial management of the District  
Basic organization, legal foundation, and financial structure of California school districts  
Principles of work organization and simplification applicable to a large office organization  
Basic capabilities of computer information systems  
Principles of supervision

### Ability to:

Direct a wide variety of accounting activities and meet important deadlines  
Analyze and interpret accounting and statistical data  
Plan section services to meet administrative needs  
Express difficult concepts orally and in writing  
Make decisions and recommendations in conformance with complex legal and procedural requirements  
Prepare clear, concise reports and recommendations  
Direct and review the supervision and training of professional and clerical employees.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, business administration, auditing, finance, or a related field, including or supplemented by the completion of courses that provided at least 20 semester units or equivalent in accounting including at least one course in auditing or governmental accounting. A bachelor's degree in accounting is highly preferable.

### Experience:

Five years of professional-level experience in accounting or governmental field-auditing work, including three years of governmental accounting or governmental field auditing experience and supervision of professional accounting personnel.

### Special:

Certification as a Certified Public Accountant (CPA) is preferable

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill,

and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
06-04-2020  
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