

## ORANGE UNIFIED SCHOOL DISTRICT

### ACCOUNTING MANAGER

#### DEFINITION

Under direction, to plan, organize, and participate in accounting and fiscally related functions and activities, including accounts payable and receivable, and special funds and accounts; to plan, organize and assist in the performance of internal audits of special funds and accounts; to assist and aid in the preparation of the annual budget and in adjusting budgetary accounts; and related duties as directed.

#### ESSENTIAL DUTIES

- Perform a variety of financial record keeping functions related to District's accounting functions and activities.
- Review, monitor, audit, and supervise the accounting record management of the various District funds, including encumbrances, invoices, warrants, reimbursements, tax computations, and related transactions.
- Compile, verify and prepare account and budget transfers related to transportation, special education, workers compensation, student body and related funds.
- Assist in the formulation, revision, implementation, and maintenance of computerized record management systems.
- Arrange, post and balance financial data, and assist in the preparation of trial balance, financial statements, personnel encumbrances detail, and year-end accruals.
- Maintain journals, ledgers, and other accounting records.
- Prepare account and fund analyses.
- Operate a computer terminal inputting financial data into computer-assisted accounting system.
- Perform responsible accounting tasks related to the preparation and management of accounting records and reports, including accounts payable, accounts receivable, and Federal and State funded programs.
- Assist in the development of procedures for reviewing purchase requisitions to ensure correctness of account codes, and availability of funds.
- Perform a wide variety of statistical and research data gathering activities.
- Guide, coordinate, and supervise the functions and activities of accounting personnel, including the performance appraisal of accounting clerical staff.

#### QUALIFICATIONS

##### Knowledge of:

Principles and methods of accounting, technical report preparation, and internal audit processes;  
Financial record management methods, procedures and techniques;  
California school accounting legal mandates, practices, and procedures;  
Accounting, budget control, and payroll computer-based record management systems;  
Organization, management and employee motivation strategies and techniques;  
Safe working methods and procedures.

##### Ability to:

Interpret and effectively communicate accounting related policies, regulations and guidelines;

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Prepare clear and accurate financial statements and reports;  
Perform complex financial record keeping functions;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of accounting, budget control, and supervision experience, preferably in an educational agency

Education:

Equivalent to the completion of a Baccalaureate or higher degree in accounting, supplemented by training or course work in budget planning and control, business administration or closely related fields.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.