

Manager, Accounting

FLSA Status: Exempt

Pay Grade: 22

Job Title ID: 16552

Job Series/Job Family: Business Services Series / Controller Family

Reports To

Director, Accounting

Job Purpose

To plan, direct, and coordinate the operations of the General Ledger and Accounts Payable departments.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans, manages, and coordinates the operations of the General Ledger and Accounts Payable departments including account reconciliation, transaction processing, disbursements, financial reporting and analysis, and audit schedule preparation.
2. Supervises general ledger and accounts payable staff to ensure the efficiency and integrity of College accounting services.
3. Prepares and/or reviews balance sheets, income statements, and other accounting statements and reports.
4. Develops and/or improves accounting processes and procedures in accordance with Generally Accepted Accounting Principles (GAAP).
5. Provides assistance to external auditors in examination of procedures and documents to produce the annual financial audit.
6. Collaborates with IT department to diagnose and correct system problems, and to develop new system processes, queries, and reports.
7. Coordinates schedules and requirements with Business Services management and other departments to enhance administrative operations.
8. Analyzes actions taken and requests made of Accounting Services, and recommends actions based on compliance and/or priorities.
9. Coordinates the closing of the monthly and annual books, and provides assistance to College staff in relation to resolving budget related problems.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Automated accounting systems.
- Generally Accepted Accounting Principles (GAAP).
- Government accounting standards as set by the Government Accounting Standards Board (GASB).
- General ledger, accounts payable, and restricted accounting practices and standards.
- Annual auditing processes.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Developing process improvements in accordance with Generally Accepted Accounting Practices (GAAP).
- Effectively supervising, leading, and delegating tasks and authority.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications as well as automated accounting systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years work experience in an accounting environment, including one year supervisory work experience.

Preferred

- Work experience in fund accounting and/or in a higher education environment.

Education

Required

- Bachelor's degree in accounting or related field.

Preferred

- Bachelor's degree in accounting.

Other

Preferred

- Certified Public Accountant (CPA).

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.