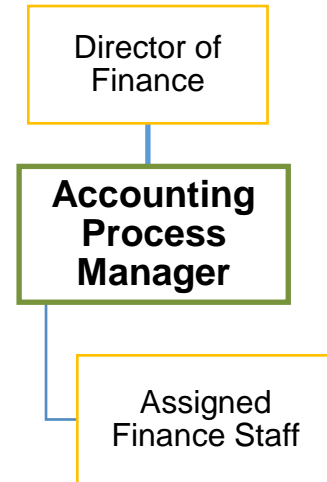


ACCOUNTING PROCESS MANAGER

Job Title:	Accounting Process Manager
Initial:	December 12, 2019
Revised:	N/A
Work Year:	Full Year
Office:	Business
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Exempt
Pay Schedule:	Professional-Technical Range 3

Related Organization Chart



POSITION SUMMARY: The Accounting Process Manager establishes and maintains sound accounting for routine process subsets of the district's fiscal environment. This includes basic accounting philosophy and controls, and supervision of major processes related to accounts payable and cash management. The Accounting Process Manager works with and leads accounting staff and designated staff in Education and Operations Departments to ensure they are well-trained in their responsibilities and execute those responsibilities appropriately.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary depending upon building assignments and other factors.

- Establishes and maintains fiscal record keeping systems for all funds and projects.
- Evaluates, establishes and maintains processes associated with accounts receivable, accounts payable and purchasing cards.
- Provides excellent customer service.
- Monitors daily purchase orders to ensure the proper use of district funds.
- Acts as authorized fiscal representative for the district.
- Supervises, directs and evaluates assigned staff.
- Provides assistance, support and training for district staff.
- Maintains knowledge of legal and regulatory changes.
- Ensures compliance with state/federal fiscal laws, regulations and board policies.
- Assists in the overall success of the finance department.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISTRICT #49 JOB DESCRIPTION

Supervision & Technical Responsibilities: Directly supervises assigned finance staff. Carries out supervisory responsibilities in accordance with district policies and applicable laws. Supervisory responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating and managing employee performance; addressing concerns and resolving problems.

This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with grant guidelines. Work is guided by district policies and procedures, Colorado Statute, and relevant regulatory agencies and professional standards (e.g. Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS), Enterprise Monitoring and Management of Accounts (EMMA) etc.). Decision-making requires collaboration with other finance staff, grant writers, teachers and co-workers.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Minimum of Bachelor's degree or advanced training and experience in Accounting.

Experience:

- Minimum ten years of experience in a professional setting.
- Experience supervising other employees preferred.

Knowledge Skills & Abilities:

- Ability to efficiently assist others with accounting issues and follow/comply with grant guidelines.
- Ability to effectively apply knowledge of Colorado Statute, and relevant regulatory agencies and professional standards (e.g. GAAP, GAS, EMMA, etc.).
- Ability to collaborate with other finance staff, grant writers, teachers and co-workers.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents.
- Demonstrated knowledge of computer and web applications including Microsoft Office Suite and Google Suite. Must demonstrate advanced proficiency with Microsoft Excel.
- Operating knowledge of and experience with personal computers and software, basic office equipment.

Certificates, Licenses, & Registrations:

- CPA certificate or equivalent preferred, minimum of eligibility for such certification based on education and experience criteria.
- Criminal background check required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is regularly required to sit, stand or walk. The employee must regularly lift and/or move up to 10 pounds frequently.

DISTRICT #49 JOB DESCRIPTION

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.