

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Professional Technical JOB DESCRIPTION

Manager, Accounting

Department: Finance Services
FLSA: Exempt Non-Exempt
Reports To: Director of Finance Services
Board Approved Date: July 2, 2013

Job Code: TBD
Salary Schedule: Mgmt 7
Work Days: 245 Days
Work Hours: 7.5 hours a day

JOB GOAL: Responsible for planning, organizing, coordinating, and monitoring specific finance departmental functions with an emphasis on accounting, including budget; capital projects and/or grants; accounts payable; and/or payroll . This includes direct supervision of staff and overseeing day-to-day operations to ensure compliance with applicable federal, state, and local laws, rules, and regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities 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.

Accounting

1. Assist in the fiscal operation of the District, including developing and monitoring fiscal procedures and audit controls to maintain compliance with applicable regulations; developing required schedules and reports and providing reports to senior management for use in making financial decisions; and planning, organizing, and managing accounting and bookkeeping activities to ensure compliance and meet required deadlines
2. Supervise, evaluate, train and delegate work to appropriate staff; and make recommendations for employment
3. Assist in planning , organizing and directing activities related to cash management and accounts receivable
4. Reconcile general ledger accounts, subsidiary ledgers and bank statements monthly and annually
5. Assist in the preparation of monthly, quarterly and annual reports including CAFR and cost report
6. Prepare monthly and annual district budget and financial statements and oversee maintenance of related accounting records
7. Act as a liaison with external auditors
8. Provide technical support and guidance to district departments and schools as needed
9. Research regulatory and statutory changes that impact district operations to maintain knowledge of all current federal, state, and local tax laws and ensure district compliance
10. Prepare reports for senior management, school board members, the Department of Education, and other external agencies as needed
11. Provide backup to the department where needed
12. Ensure compliance with applicable federal and state laws, rules, and regulations
13. Perform other duties as assigned

Capital Projects

1. Assist in the fiscal operation of the District, including developing and monitoring fiscal procedures and audit controls to maintain compliance with applicable regulations; developing required schedules and reports and providing reports to senior management for use in making financial decisions; and planning, organizing, and managing accounting activities to ensure compliance and meet required deadlines
2. Supervise, evaluate, train and delegate work to appropriate staff; and make recommendations for employment
3. Review, monitor and audit capital projects and related invoices, purchase orders and contracts
4. Review special projects for budget and funding and prepare related reports
5. Review monthly acquisitions of capitalized fixed assets and reconcile asset records to purchases
6. Provide technical support and guidance to district departments and schools as needed
7. Research regulatory and statutory changes that impact district operations to maintain knowledge of all current federal, state, and local tax laws and ensure district compliance
8. Prepare reports for senior management, school board members, the Department of Education, and other external agencies as needed
9. Provide backup to the department where needed
10. Oversee maintenance of accounting records and preparation of periodic financial reports as required.
11. Ensure compliance with applicable federal and state laws, rules, and regulations
12. Perform other duties as assigned

Grants

1. Assist in the fiscal operation of the District, including developing and monitoring fiscal procedures and audit controls to maintain compliance with applicable regulations; developing required schedules and reports and providing reports to

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senior management for use in making financial decisions; and planning, organizing, and managing accounting activities to ensure compliance and meet required deadlines.

2. Supervise, evaluate, train and delegate work to appropriate staff; and make recommendations for employment
3. Review, monitor and audit grants revenue and expenses for compliance with funding source regulations
4. Approve journal entries to maintain balanced accounts in grant funds
5. Prepare and submit timely grant reports to appropriate state and federal agencies
6. Provide technical support and guidance to district departments and schools as needed
7. Research regulatory and statutory changes that impact district operations to maintain knowledge of all current federal, state, and local tax laws and ensure district compliance
8. Prepare reports for senior management, school board members, the Department of Education, and other external agencies as needed
9. Provide backup to the department where needed
10. Oversee maintenance of accounting records and preparation of periodic financial reports as required
11. Ensure compliance with applicable federal and state laws, rules, and regulations
12. Perform other duties as assigned

Accounts Payable

1. Assist in the fiscal operation of the District, including developing and monitoring fiscal procedures and audit controls to maintain compliance with applicable regulations; developing required schedules and reports and providing reports to senior management for use in making financial decisions; and planning, organizing, and managing accounts payable activities to ensure compliance and meet required deadlines.
2. Supervise, evaluate, train and delegate work to appropriate staff; and make recommendations for employment
3. Review, monitor and audit invoices and related purchase orders and contracts
4. Process invoices and ensure disbursements by payment types for timely payment to vendors
5. Monitor follow up on unpaid invoices for resolving issues
6. Process data for production, delivery and filing of 1099 forms
7. Provide technical support and guidance to district departments and schools as needed
8. Research regulatory and statutory changes that impact district operations to maintain knowledge of all current federal, state, and local tax laws and ensure district compliance
9. Prepare reports for senior management, school board members, the Department of Education, and other external agencies as needed
10. Provide backup to the department where needed
11. Oversee maintenance of accounting records and preparation of periodic financial reports as required
12. Ensure compliance with applicable federal and state laws, rules, and regulations
13. Perform other duties as assigned

Payroll

1. Assist in the fiscal operation of the District, including developing and monitoring fiscal procedures and audit controls to maintain compliance with applicable regulations; developing required schedules and reports and providing reports to senior management for use in making financial decisions.
2. Plan, organize and control all aspects of district payroll functions in compliance with District policies, union contracts, and state and federal regulations, ensuring deadlines are met
3. Supervise, evaluate, train and delegate work to appropriate staff; and make recommendations for employment
4. Maintain, update and submit monthly reports as required by outside agencies
5. Plan activities to meet department timelines for producing scheduled payrolls and special payroll checks
6. Prepare and submit W-2 forms for all employees and 941 quarterly payroll tax returns
7. Interpret the Florida State Retirement regulations that affect employee pay
8. Provide technical support and guidance to district departments and schools as needed
9. Research regulatory and statutory changes that impact district operations to maintain knowledge of all current federal, state, and local tax laws
10. Prepare reports for senior management, school board members, the Department of Education, and other external agencies as needed
11. Provide backup to the department where needed
12. Oversee maintenance of accounting records and preparation of periodic financial reports as required
13. Ensure compliance with applicable federal and state laws, rules, and regulations
14. Perform other duties as assigned

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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KNOWLEDGE, SKILLS & ABILITIES:

- Advanced knowledge of financial and accounting procedures, policies, and regulations
- Knowledge of government financial and accounting procedures, policies, and regulations
- Advanced knowledge of spreadsheets (Excel) and other financial software programs
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's Degree in accounting, finance, business or related field
- Five or more years of demonstrated experience in accounting, auditing or related financial activities
- Prior experience in a supervisory role

PREFERRED QUALIFICATIONS:

- CPA or Master's degree in Accounting, Finance or Business Administration
- Previous government accounting experience in a similar position

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and assisting with interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

"X"

X	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
O	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet

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S	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 10 pounds of force
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
S	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

'X'

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
	Respirator	The worker is required to wear a respirator.
	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.