



## CHAMBERSBURG AREA SCHOOL DISTRICT

### Job Description

**JOB TITLE:** Accounting Manager

Draft

**REPORTS TO:** Controller

**CLASSIFICATION:** Exempt; Act 93

**ADOPTED by CASD BOARD OF DIRECTORS:** \_\_\_\_\_

**REVISION ADOPTED by CASD BOARD OF DIRECTORS:** \_\_\_\_\_

#### SUMMARY OF PURPOSE

The Accounting Manager supervises all aspects of the Accounts Payable and Accounts Receivable operations of the Business Office. This position also assists the Controller with reporting of financial data.

#### ESSENTIAL REQUIREMENTS

- Bachelor's degree preferred from accredited college/university; previous accounting experience preferred.

#### ESSENTIAL FUNCTIONS

- Ensures accurate and timely payment through accounts payable in all funds.
- Oversees the process to ensure accurate and timely issuance of 1099's.
- Prepares the application for Impact Aid
- Calculates and transfers Federal Grant Funds, on a monthly basis, based on receipts and disbursements during the month.
- Provides training to all new financial secretaries on requisition entry, payment of invoices, running reports and budget transfers.
- Ensures accurate and timely accounting of expenditures for Capital Projects and Capital Reserve Funds.
- Reviews and ensures all requisitions are following the District purchasing policy and are accounted for accurately.
- Completes and submits PDE 2071 Application for Reimbursement for School Construction Projects.
- Ensures the completion of the annual General Ledger rollover of our accounting software.
- Ensures accurate billing to outside entities for services provided by our District.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## COMPETENCIES

- Organization
- Written/Oral Communication
- Detail Oriented
- Personal Effectiveness/Credibility
- Self Motivated
- Time Management
- Confidentiality

## TERMS OF EMPLOYMENT

- Full time position; 8.0 hours per day, working 248 days per year
- Compensation as per the Agreement between the Act 93 Administrative Staff and the Chambersburg Area School District.

## EVALUATION

Performance of the Accounting Manager will be evaluated annually by the Controller in accordance with the Board's policy on evaluations of Act 93 employees.

## SUPERVISORY RESPONSIBILITY

- Business Office Secretary
- Accounts Payable Clerk / Accounts Payable Accounting Clerk

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands: On the job, this employee must...

- |                                                     |                                           |
|-----------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Bend                       | <input type="checkbox"/> Sit              |
| <input type="checkbox"/> Squat                      | <input type="checkbox"/> Stand            |
| <input type="checkbox"/> Crawl                      | <input type="checkbox"/> Walk             |
| <input type="checkbox"/> Climb                      | <input type="checkbox"/> Push/Pull        |
| <input type="checkbox"/> Kneel                      | <input type="checkbox"/> Manual dexterity |
| <input type="checkbox"/> Reach above shoulder level |                                           |
| <input type="checkbox"/> Use fine finger movements  |                                           |
| <input type="checkbox"/> Other _____                |                                           |
| <input type="checkbox"/> Other _____                |                                           |

Must carry/lift loads of:

- |                                               |
|-----------------------------------------------|
| <input type="checkbox"/> Light (up to 25 lbs) |
| <input type="checkbox"/> Moderate (25-50 lbs) |
| <input type="checkbox"/> Heavy (over 50 lbs)  |

- Work Environment: On the job, this employee...

- |     |                                             |
|-----|---------------------------------------------|
| ( ) | Is exposed to excessive noise               |
| ( ) | Is around moving machinery                  |
| ( ) | Is exposed to marked changes in temperature |
| ( ) | Is exposed to dust, fumes, gases            |

- ( ) Drives motorized equipment
- ( ) Works in confined quarters
- ( ) Other \_\_\_\_\_
- ( ) Other \_\_\_\_\_

### **OTHER DUTIES**

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks, and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

### **AAP/EEO STATEMENT**

The CASD is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, or military service (or any other characteristic protected by state, federal, or local law) in activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact the Office of the Superintendent or the Director of Human Resources.

### **SIGNATURES**

This job description has been approved by all levels of management:

Superintendent: \_\_\_\_\_

Cabinet Member: \_\_\_\_\_

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_