

**Position Title:** Accounting Manager

**Code:**

**Department:** Business Services

**Group:** Act 93, Zone28

**Reports to:** CFO/Director of Business Services

**Date:** March 2025

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### **PURPOSE OF POSITION:**

The purpose of this position is to serve as a key member of the Business Services Middle Management team in support of the goals and objectives established for the department and the Intermediate Unit as a whole. Under general supervision, major areas of responsibility include budgeting and accounting functions; statistical, and analytical studies; development of budgets; preparation of various financial reports for Other Funds, assigned Strategic Business Units (SBU), Support Service Units (SSU) and related programs; preparation of financial statements and treasurer's reports for Other Funds, monthly cash and investment reconciliations, School-Based ACCESS administration, Facility Lease Management, and supervision of fiscal and administrative support team members.

### **ESSENTIAL FUNCTIONS:**

***All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality customer service may include, but are not limited to, the following:***

***Prompt responsiveness to inquiries,  
Professional and courteous verbal and nonverbal communication  
Proactive problem solving***

### **Leadership and Supervisory Functions**

1. Support the Director of Business Services and the goals of the department and the organization through ownership of and contributions to department-level planning, management, problem resolution, and general day-to-day leadership of business office functions and activities. Contribute to the effective team management of all problems, issues and opportunities.
2. Plan and supervise the work of assigned Fiscal and Administrative Support Team members including updated position guides, weekly review of tasks, monitoring task completion, training and support activities, and timely feedback.

### **Accounting Functions**

3. Serve as the Accounting Manager responsible for financial analysis, reporting, and monitoring of Other Funds: Lancaster-Lebanon Joint Authority, Lancaster-Lebanon Education Foundation, Lancaster-Lebanon Public Schools Insurance Pool – Workers' Compensation, Lancaster-Lebanon Public Schools Insurance Pool – Property & Casualty, Activity Funds (School-to-Work and Special Ed), and other funds as may be assigned from time to time.
4. Perform complex accounting functions for assigned Strategic Business Units/Support Service Units and associated programs, including cost allocation, account reconciliations, reclassification entries, balance sheet accruals and timely reversals, monthly/year-end closing entries. All accounting will be carried out in accordance with Generally Accepted

***This is not a complete itemization of all facets of this position. Page 1 of 3***

Accounting Principles and applicable state and federal guidelines.

5. Monitor revenue and expenditures; review accounts receivable aging; prepare program billing, review purchase orders, monitor accounts payable balances and transactions, and perform account analysis for assigned programs.
6. Perform fixed asset accounting functions and serve as collaborator with the Fixed Asset Custodian to develop and maintain appropriate fixed asset procedures.

### **Budgeting Functions**

7. Work closely with Department Directors/SBU Leaders and Program Supervisors/ Budget Administrators to develop/revise budgets for assigned SBU's and related programs in compliance with appropriate fiscal guidelines, regulations, Board Policy and department procedures. Provide information and assist program supervisors/administrators in budget development, implementation, monitoring and controlling of program financial transactions. Prepare budget documents for approval by the IU Board of School Directors and submission to grantor agencies as appropriate.

### **Financial Reporting and Analysis**

8. Serve as the Financial and Administrative Services Team representative (FAST rep)/Treasurer responsible for financial analysis, reporting, and monitoring of Other Funds, assigned SBUs, SSUs, and associated programs, and financial reviews with Other Fund/SBU management team members. Reviews will include review of the periodic financial statements and analysis of Key Performance Indicators (KPI), vital signs, and other key financial indicators as identified by the CFO and Other Fund/SBU leadership.
9. Responsible for financial compliance. Read and understand grant letters and other funding documents/reports and monitor timelines to ensure all reporting deadlines are met. Assist program staff with interpreting fiscal requirements outlined in funding documents.
10. Research and analyze financial data; create, organize, maintain files using database and spreadsheet programs, retrieve and organize data into required reporting formats. Monitor cash flow, identify financial discrepancies, shortfalls, and deficits and recommend financial and operational modifications to SBU management teams. Monitor that corrections or changes are implemented timely to ensure fiscal solvency and accountability.
11. Responsible for completion and submission of financial reports (i.e. FCR, Quarterly Cash, etc.) and preparing for annual/periodic audits and monitoring by cognizant and state agencies for assigned SBUs and related programs throughout the year and at year end.

### **ACCESS**

12. Plan and supervise the work of ACCESS team members including updated position guide responsibilities, weekly review of tasks, monitoring task completion, training and support activities, and timely feedback. Ensure efficiencies of process, adequate internal controls, data integrity, and compliance for IU 13 and the districts we provide with ACCESS billing services.
13. Serve as ACCESS subject matter expert by maintaining a thorough understanding of ACCESS regulatory requirements by reading relevant materials produced by DHS, PDE, SSG. Attend statewide SBAP and SSG trainings and Eastern PAIU ACCESS Coordinators meetings.
14. Work collaboratively with the ECSES and Technology departments to manage processes for obtaining, reviewing, and updating student information, to ensure adequate internal controls are in place, and to implement efficient and effective procedures required to bill for ACCESS.

***This is not a complete itemization of all facets of this position. Page 2 of 3***

15. Oversee the quarterly and annual cost submissions and the Random Moment Time Study processes.
16. Responsible for monitoring and updating financial procedures, as assigned by CFO, to ensure compliance with Board Policy and current laws and regulations. Oversee IU13 self-audits for the School Based ACCESS Program billing processes in order to comply with state and federal regulations.
17. Oversee the IU13 Medical ACCESS Provider Exclusion Screening service for IU13 and districts. Responsibilities include: client relationship management and marketing the service to member districts.
18. Oversee the ACCESS District Billing services. Responsibilities include: client relationship management and marketing the service to member districts.
19. Perform all other duties as assigned/necessary.

**MARGINAL FUNCTIONS:**

Marginal Function will vary with the specific assignment and depend on the particular unit function for which the person is responsible.

**KNOWLEDGE & SKILL REQUIREMENTS:**

Requires a bachelor's in accounting; minimum of 3 years related experience with proven proficiency in all aspects of governmental accounting; increasingly responsible experience in budgetary analysis and complete accounting procedures. MBA or CPA credentials/experience are helpful.

Minimum of two years supervisory experience, including evaluation of performance. Proven record of coaching, managing, and planning the work of a team.

Knowledge of generally accepted accounting principles and procedures in governmental entities, principles and techniques of budget preparation, statistical methods, and technical writing; strong computer skills including hands-on experience with financial software solutions; proficiency with MS Excel and MS Word; effective interpersonal and communication skills; ability to work independently and proceed on own initiative with little guidance or prompting; ability to work efficiently and effectively; strong analytical skills, ability to handle confidential data, and must be detailed and highly organized.

**SUPERVISION OF PERSONNEL:**

Fiscal Clerk for Other Funds  
Assigned FAST member(s) and Information Systems Support.

**PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands: Activities: 90% sit; 10% walk/stand  
Lifting: No lifting  
Vision: Normal vision

Mental Demands: Problem-solving, analyzing, calculations, decision-making

Environment: Normal office environment

This is not a complete itemization of all facets of this position.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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