



JOB TITLE: Accounting Manager
DATE REVISED: November 9, 2022
REPORTS TO: Director of Accounting
DEPARTMENT/CAMPUS: Business & Financial Services: Accounting
FLSA: Exempt
PAY GRADE: AP4

JOB PURPOSE SUMMARY:

This position is responsible for managing the general accounting workflow activities and assigned accounting support staff to ensure the preparation, administration, and control of District financial resources is carried out effectively, efficiently, and in accordance with established standards, guidelines, and requirements.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Accounting:

1. Prepares, reviews, and approves journal entries below an established amount, or as otherwise required by the Accounting Director.
2. Trains and supports accounts payable personnel throughout the District.
3. Responsible for the accounts payable team productivity and efficiency.
4. Processes stop-payments and voids on checks, as needed.
5. Ensures accurate and timely processing of payments, application of discounts, as appropriate, and adherence to internally established controls and safeguards to prevent duplications and errors.
6. Addresses routine and non-routine inquiries and issues from vendors, as needed.
7. Reviews and approves budget exceeds related to accounts payable.
8. Manages Bank of America's ePayables payment program (vendor credit card payments).
9. Generates and distributes purchase order and payment status reports.
10. Trains and supports accounts payable clerks located in off-site district-wide departments.
11. Responsible for the accounts payable team productivity and efficiency.
12. Processes stop-payments and voids on checks as needed.
13. Ensures payments are processed timely, discounts are applied, as appropriate, safeguards are in place to prevent duplication of payments, and vendor inquiries and issues are resolved.
14. Responsible for ensuring payments are processed timely, discounts are taken, safeguards are in place to prevent duplicate payments, and vendor inquiries and issues are resolved.
15. Reviews and approves budget exceeds related to accounts payable.
16. Manages payment programs including, without limitation, vendor credit card payments and other related electronic payments.
17. Generates and distributes purchase order and payment status reports.
18. Manages the weekly check run process to ensure accuracy and timeliness.
19. Reviews IRS 1099 reports and ensures timely submission.
20. Supports, as necessary, other accounting activities including, without limitation, Cash Management, Accounts Payable, or as otherwise assigned by the Accounting Director.
21. Prepares reconciliation schedules and applies necessary corrections, as assigned.
22. Prepares year-end reports for the external auditors and Annual Comprehensive Financial Report (ACFR) schedules, as assigned.
23. Determines obligation to pay eligibility status in accordance with protocols established by the department and District.

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24. Ensures incoming invoices are recorded in the District's system of record accurately and in accordance with applicable controls and protocols.
25. Ensures proper storage and access control for materials including, without limitation, MICR ink cartridge to prevent damage and unauthorized access and usage.
26. Reviews, confirms, and proposes corrections to vendor information, as needed.
27. Ensures workflow for assigned accounting support staff is allocated properly to ensure optimal effectiveness and efficiency.

Leadership:

28. Promotes and maintains high standards of productivity, compliance, and quality in the accounting department.
29. Manages assigned personnel by coaching staff, planning, monitoring, appraising, and reviewing staff job contributions.
30. Creates functional strategies and specific objectives for the department by establishing department accountabilities to ensure project and departmental milestones and goals are consistently met.
31. Researches industry trends, deploys benefits surveys, and reviews and analyzes relevant data to forecast trends and develop recommendations for internal leadership to review.
32. Builds rapport and maintains collaborative business relationships with all administrators, district employees, and vendors.
33. Guides internal leadership and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.

Compliance:

34. Performs all assigned work activities in accordance with standard procedures and protocols established by the department, and in accordance with applicable standards, procedures, and protocols established by the Financial Accountability System Resource Guide (FASRG), State Board of Education, Texas Education Agency, Texas Administrative Code, and Texas Association of Business School Officials.
35. Maintains relevant and up-to-date knowledge and understanding of standard accounting practices as set forth by the Financial Accountability System Resource Guide (FASRG).
36. Monitors relevant work activity for variances and anomalies.
37. Identifies and timely reports any known or suspected compliance variances to appropriate personnel.
38. Participates in internal audits and reviews, as needed.
39. Ensures compliance with applicable federal, state, and local legal requirements.
40. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

41. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
42. Assists department leadership in the compilation of miscellaneous confidential reports.
43. Attends departmental and District meetings, as required.
44. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
45. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
46. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
47. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
48. Performs other duties as assigned.

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SUPERVISORY RESPONSIBILITIES:

1. Supervises one or more employee at a time.
2. Conducts performance appraisals of assigned staff for performance effectiveness.
3. Participates in the process of recruiting, screening, interviewing, hiring, and training employees.
4. Motivates and constructively reinforces positive performance and productivity outcomes of assigned staff, and initiates personnel actions, when appropriate, under the guidance of Human Resources leadership.
5. Addresses questions, issues, and related matters from assigned staff in a timely and appropriate manner.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Bachelor's degree in Accounting or related field
- Three years of experience working in an Accounts Payable or general Accounting capacity
- Three years of experience working in a supervisory and leadership capacity
- Or an equivalent combination of education and work experience

CORE KNOWLEDGE, SKILLS & ABILITIES:

Organization - Uses resources effectively and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to meet departmental deadlines.

Delegation – Allocates decision making authority and/or task responsibility to others, as appropriate, in order to maximize organizational and individual effectiveness and efficiency.

Quality - Completes tasks in accordance with quality standards and requirements relevant to the District, industry and specific to the job function, and enforces the same standard of quality within the department.

Managing & Directing Others - Sets goals that are specific, measurable, aligned, realistic, and time specific, identifies appropriate methods for measuring work performance, and applies those metrics consistently.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____