



Job Description

Position Title:	General Accounting Manager
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Function:	Finance & Accounting
Family:	Accounting

Reports to:	Director of Financial Accounting	Pay Grade:	X7
Terms of Employment:	<ul style="list-style-type: none"> • 230 days per year. • Non-Chapter 21 employment agreement. • Salary is in the Administrative Management Job Group X7 on the SAISD Compensation Plan. • Entry salary is at \$75,900.00 with consideration for directly related experience. 	FLSA Classification:	Exempt
Funding Source:	This position is locally funded		

Job Scope

Oversee daily operation of one or more functions of a department or a campus. Directs staff in the development and implementation of function or campus policies, procedures, and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training, and planning.

Position Summary

Responsible for the accurate accounting and reporting of all financial transactions of the District in accordance with GAAP, GASB, FASB and TEA guidelines.

Essential Functions / Key Responsibilities

1. Comply with the Texas Education Agency’s Financial Accountability Reporting System Resource Guide, GAAP, GASB and EDGAR.
2. Act as the District liaison with auditors and collaborate with district departments for financial audits
3. Coordinate the distribution, preparation, collection, and review of: “prepared by client” (PBC) schedules
4. Prepare analysis and ad hoc reports for independent external auditors
5. Prepare payroll accruals and reversals, reconciliation and accrual of state revenue and year end journal entries
6. Prepare monthly financial reports and the Comprehensive Annual Financial Report at year-end as required for financial investors and governmental reporting agencies at the state, local and federal level
7. Ensure that all reconciliations, journal entries, daily and monthly financial transactions are posted to the general ledger on a timely basis
8. Prepare and analyze internal service funds financial reports
9. Monitor tax levies and reconcile collections to prepare tax revenue entries
10. Prepare actual financial data for PEIMS mid-year submission
11. Reconcile liability accounts and clear up due to/due from
12. Supervise the preparation and completion of bank reconciliations
13. Coordinate and submit end-of-year jobs for the closing and opening of a new fiscal year



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14. Ensure that general ledger is in balance throughout the year
15. Maintain financial transparency by complying with local, state, and federal laws and TEA mandates
16. Document and/or develop procedures to standardize processes utilized in accounting
17. Effectively manage resources to support District goals
18. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree in Business Administration with a major in Accounting from an accredited college or university or 4 years equivalent experience.
- 10+ years of related experience.
- 2+ years of progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Governmental, public, or corporate accounting financial reporting.
- Experience with Texas Education Agency's finance and accounting procedures and guidelines.
- Preparation of the Comprehensive Annual Financial Report (CAFR) in compliance with Generally Accepted Accounting Principles (GAAP) for submission the Government Financial Officers Association (GFOA) certification program or its equivalent to annual audited financial reports for submission to regulatory state and federal governmental agencies.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Certified Public Account (CPA).

Knowledge, Skills & Abilities

- Model excellent customer service.
- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
- Participate in district and department staff development programs that improve job related skills and knowledge.
- Maintain the integrity of confidential information.
- Effective communication and interpersonal skills.
- Demonstrated leadership, supervisory, and organizational skills.
- Knowledge of the Texas Education Agency's finance and accounting procedures and guidelines.
- Ability to interpret and apply Governmental Accounting Standards Board (GASB) issued statements.
- Ability to coordinate, compile, read, compute, analyze, and differentiate data.
- Power user of Microsoft software primarily spreadsheets and databases.
- Demonstrated ability to instruct and train staff.
- Ability to develop and make presentations on PowerPoint or related software.

Working Conditions



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Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Supervise accounting staff members.

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____

Date: _____