

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ACCOUNTING MANAGER

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Business, Public Administration, Finance, Accounting, or other business-related field from an accredited educational institution.
- (2) Minimum five (5) years of directly related professional experience, preferably in a postsecondary educational setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public sector multi-fund budget and finance procedures and practices. Knowledge of all laws, regulations and policies governing the use of and accountability of public funds – including generally accepted accounting principles and practices; governmental accounting, auditing, and financial reporting practices and procedures. Ability to translate accounting principles, policies and practices into a coordinated system of financial reporting. Working knowledge of Workforce Education, Secondary FEFP, and FTE as they relate to budget planning and dual enrollment. Ability to organize, prioritize and delegate functions. Ability to supervise a large number of employees. Strong working knowledge of computer applications and ability to effectively communicate with IT staff. Knowledge of federal, state, and local regulations relative to assigned duties. Ability to communicate effectively, both orally and in writing. Ability to work effectively in multi-ethnic environment. Ability to use a participatory management style and consensus building approach. Ability to use effective public speaking skills, group dynamics, interaction, and problem solving skills. Ability to read, interpret, and enforce state board rules, code of ethics, School Board policies, and other appropriate state evaluation procedures.

REPORTS TO:

Director or Designee, Sarasota County Technical Institute

<p>JOB GOAL</p>

<p>To provide for the overall management of the business services of the institute.</p>

SUPERVISES:

Secretaries, Bookkeepers, Registrars, and other assigned personnel.

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and manage the business operations of the Technical Institute.
- * (2) Oversee the daily financial activities of the Technical Institute to ensure complete compliance with sound business practices.
- * (3) Establish and maintain a system of internal controls to ensure assets are properly safeguarded.
- * (4) Develop and maintain written accounting policies and procedures related to the different business operations.
- * (5) Ensure subsidiary ledger reconciliations are completed on a monthly basis.
- * (6) Ensure that monthly financial reports along with subsidiary ledger reconciliations are timely submitted to the District Financial Services Department.

ACCOUNTING MANAGER (Continued)

- * (7) Ensure that all annual reporting (i.e. 1098-T, 1099) conform to applicable tax laws, are complete and timely submitted.
- * (8) Act as the site liaison with the District regarding business operations.
- * (9) Assist in budget planning and maintain the budget within guidelines and policies.
- * (10) Monitor the accounts of all departments to ensure expenditures are in compliance with applicable rules and standards.
- * (11) Perform program evaluations (i.e. Cost/Benefit or Return on Investment analyses) and provide reports to the Director and Program Directors in order to assess program viability.
- * (12) Approve purchases in coordination with the Director.
- * (13) Ensure that the Workforce Education allocations are expended in compliance with federal, state, and local laws, rules and regulations.
- * (14) Responsible for FTE reporting for dual enrollment and all secondary students.
- * (15) Work closely with the IT Department to ensure that database parameters correctly reflect accounting principles including federal, state and local laws, rules, and regulations.
- * (16) Ensure that transaction codes are properly mapped to the correct account codes between the different computer programs.
- * (17) Learn and understand the different financial programs used by the Institute and the interface between them.
- * (18) Ensure that nightly uploads are performed and posted to the general ledger system.
- * (19) Assist in the completion of the Integrated Postsecondary Educational Data System (IPEDS) annual report.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (21) Assist employees in developing and securing staff development for improving performance.
- * (22) Develop and implement clear, consistent discipline guidelines and disciplinary action for assigned personnel.
- * (23) Promote and support professional growth for self and others.
- * (24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (25) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (26) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities