

**SCHOOL DISTRICT OF SARASOTA
COUNTY**

JOB DESCRIPTION

GENERAL MANAGER, ACCOUNTING

SALARY SCHEDULE: ADMINISTRATIVE - D

COST CENTER: FINANCIAL SERVICES DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Master's Degree in Finance, Accounting or other finance-related field from an accredited educational institution OR Bachelor's Degree in Finance, Accounting or other finance-related field from an accredited educational institution supplemented with seven (7) years of directly related professional experience.
- (2) Minimum of five (5) years successful experience in governmental accounting.
- (3) Minimum of three (3) years of supervisory experience.
- (4) Certified Public Accounting Certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public sector multi-fund finance and budget procedures and practices as prescribed by generally accepted accounting principles (GAAP); governmental accounting, auditing and financial reporting (GAAFR), governmental accounting standards board (GASB) pronouncements, and governmental accounting and auditing, standards (GAAS). Knowledge of Federal, state and local laws, rules, regulations and policies governing the use of and accountability of public funds Ability to translate accounting transactions, policies and practices into a coordinated system of financial reporting. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Technology expertise. Ability to align organizational mission with financial resources.

REPORTS TO:

Treasurer

JOB GOAL

Provide leadership and oversight to ensure compliance within the appropriate federal, state and local regulations and provide accountability for the financial transactions of the District efficiently.

SUPERVISES:

Administrative
Specialists Classified
Specialists

PERFORMANCE RESPONSIBILITIES:

- * (1) Oversee all accounting functions of Sarasota County School Board for all funds, inclusive of General Fund, Internal Service Funds, Debt Service Funds, Capital Funds and Special Revenue Funds, including Food and Nutrition Services.
- * (2) Supervise the accounting office, internal accounting, pcard and abandoned property functions
- * (3) Coordinate the preparation of the Annual Financial Report (AFR) as required by Florida Statutes and Comprehensive Annual Financial Report (CAFR.)
- * (4) Coordinate the financial and school internal accounts audits for the District

GENERAL MANAGER, ACCOUNTING (continued)

- * (5) Monitor investment activities.
- * (6) Preparation of cash flow/financial projections analysis.
- * (7) Oversee the financial reporting of the District's 5 year capital improvement plan including additions and deletions of capital assets as well as depreciation calculations.
- * (8) Oversee the preparation and submission of the Program Cost Report as required by Florida Statutes.
- * (9) Coordinate the implementation of new GASB pronouncements.
- * (10) Supervise and ensure proper classification of capital projects transactions.
- * (11) Provide funding advice for Capital Improvement and Debt Service programs.
- * (12) Coordinate/update Accounting Procedures manual for responsible accounting functions.
- * (13) Ensure School Board policies on accounting functions are current and effective.
- * (14) Work with enterprise resource software vendor on business system review and enhancements and ensure timeliness and accuracy of computerized accounting systems.
- * (15) Perform debt service and debt capacity analysis.
- * (16) Supervises the accurate reporting of revenue and expenditure using current financial best practices and generally accepted accounting principles.
- * (17) Assist outside agencies/Charter schools with compliance of Department of Education requirements.
- * (18) Reviews Charter School Applications and develops recommendations.
- * (19) Ensure the District is in compliance with Bond and COPS debt covenants.
- * (20) Assist with the preparation of the District annual budgets.
- * (21) Interact with outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (22) Keep CFO informed of potential problems or unusual events.
- * (23) Keep well informed about current trends and best practices in areas of responsibility.
- * (24) Promote and support professional growth for self and others.
- * (25) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (29) Prepare, coordinate or oversee the preparation of all required reports and maintain appropriate records.
- * (30) Represent, consistently, the District in a positive and professional manner.
- * (31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs and subordinate staff.
- * (32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (33) Assist in implementing the District's goals and strategic commitments.
- * (34) Set high standards and expectations for self and others.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (37) Sustained focus and attention to detail for extended periods of time.
- * (38) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (39) 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:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

GENERAL MANAGER, ACCOUNTING (continued)

TERMS OF EMPLOYMENT:

Salary/benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year/ 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. 11

*Essential Performance Responsibilities