



POSITION DESCRIPTION

JOB TITLE: Manager, Financial Reporting Job Class: 2536		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION Financial Controls
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Plan, organize and supervise district centralized accounting operations and the General Ledger System.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Supervise the recording, classifying, summarization, reconciliation and auditing of; all cash accounts, all receivables, inventories and interfund between School Operations and Construction Funds.
2. Direct, plan and organize operations in; requisition control, special billings, cash receipts, accounts payable and accounts receivable.
3. Supervise month and year end closing operations including reconciling submissions to the General Ledger to ensure accuracy of financial reports.
4. Evaluate new policy and statutory developments as they relate to district accounting issues. Perform all required research for these developments. Identify the impact of any changes and report to the Fiscal Manager for direction and implementation.
5. Submit recommendations for district policies and contract negotiations for consideration by the Fiscal Manager.
6. Keep detailed project status reports related to the general ledger processing system.
7. Act as division liaison to user committees, having decision making authority for data processing requirements, prioritization and problem resolutions related to the general ledger processing system.
8. Identify internal controls covering all aspects, centralized and decentralized, of accounting. Identify errors in general ledger processing and coordinate the implementation of corrections and controls with the Fiscal Manager.

9. Evaluate hardware and software products that enhance productivity and internal controls of general ledger processing.
10. Review position responsibilities, plan section goals and be responsible for staffing (performance evaluations, recommendations to hire or remove staff, overtime scheduling, flexible time scheduling, vacation/break/lunch coverage, cross training schedule, etc.). Determine staff development needs and seek or assist in such training for assigned staff.
11. Submit recommendations relative to expenditures for capital or human resource needs for the division budget where they meet the goals and plans of the division, department and district.
12. Respond to staff, management and auditor inquiries relative to accounting matters.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Fiscal Manager

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Accounts Payable Supervisor, Accountant I, II, Secretary I and Account Clerks.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Degree in Business Administration with an emphasis in Accounting or Finance.
Professional Certification desirable.

Experience Requirements

Minimum of five years professional experience in GAAP financial reporting and internal controls.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.