



POSITION DESCRIPTION

JOB TITLE: Manager, Financial Reporting Job Class:		
DATE	DEPARTMENT OR SCHOOL Finance and Operations	DIVISION Accounting
BARGAINING UNIT: ASC		FLSA STATUS: <input 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.)		

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. Manages, oversees and reviews the preparation of the State Annual Report and Fall Budget Reports for the Wisconsin Department of Public Instruction to ensure that the district receives its state aid. Coordinates the preparation of the Comprehensive Annual Financial Report. Maintains communication with all stakeholders in order to ensure there are no surprises.
2. Manages and oversees the GAAP basis financial reporting and categorical program accounting.
3. Ensures the integrity of financial records and maintains effective systems of quality control. Evaluates the effectiveness of existing procedures and streamlines accounting operations to realize efficiencies. Develops opportunities to replace manual procedures with automation.
4. Monitors the district's financial position. Oversees and directs the monitoring of revenues and expenditures against the annual budget and performs critical analysis to ensure reasonableness. Follows up with appropriate budget personnel and management.
5. Provides information for the internal and external auditors for annual financial and program audits. Communicates with external auditors, the Department of Public Instruction and the senior financial management team on all financial matters.
6. Identifies and informs the Director of Finance and other management staff of pertinent financial matters. Communicates and recommends process improvements to the Director.
7. Devises methods to improve the overall reporting process in Reporting, Accounting and Grants Accounting. Informs management of material changes in performance.

8. Serves as a liaison between Budget and Accounting Division. Stays abreast of the District's Budget issues and the impact on Financial Reporting.
9. Estimates the district's shared cost and makes recommendations to maximize state aid and to avoid unnecessary property tax increases.
10. Manages and coaches employees and the work flow and production assignments to ensure standards are maintained.
11. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
12. Performs other duties as assigned.

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

Position receives general supervision from the Director of Finance and on occasion from the Chief Financial Officer.

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.

Total responsibility for 5 employees

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.)

The position requires a bachelor's degree from an accredited college or university, in accounting and designation as a Certified Public Accountant.

Experience Requirements

The position requires at least three years of previous supervisory experience and knowledge of audit procedures and/or budgeting.

Knowledge, Skills, and Abilities

The position requires effective oral, written, analytical and presentation skills. The incumbent must be able to work independently. The ability to work under pressure with many projects and differing deadlines is critical. Incumbent must be able to interface with all levels of management and a diverse population. Advanced PC skills with experience using MS Office software and various internal accounting systems is required. Must be self-motivated, flexible and resourceful. Employee development and performance management skills are essential.

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.