

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR III-ACCOUNTING MANAGER FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and responsible professional accounting work in overseeing School system's general accounting programs. Work involves supervising activities of a staff of program administrators and accounting technicians in the performance of designated functions and participating in auditing and maintaining general accounts and the general ledger. Routinely applies principles of general accounting to provide detailed reporting beyond that supplied by the general ledger for specific projects. Reports to the Assistant Finance Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assigns, directs, and supervises a staff of accounting technicians in maintenance of general accounts and the general ledger; reconciliation and submission of payroll withholdings, sales tax reporting, payroll reporting, assistance in 1099 reporting, health insurance reconciliation, dental insurance reconciliation, life insurance reconciliation, bank reconciliation, accounts receivables; fixed asset and federal inventory tracking and auditing; coordinates application of established policies and procedures to ensure compliance with applicable fiscal laws and regulations, and to foster efficient and accurate delivery of services; reviews subordinates' work, and assists and advises staff as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Schools' management.

Maintains general accounts and the general ledger system, reviewing records to ensure adherence to accepted standard accounting practices and principles and established School system policies and procedures.

Under the direction of the Assistant Finance Officer, assists with the preparation of trial balances correcting errors and/or resolving discrepancies, as necessary.

Compiles various financial data and records for use in preparation of reports and records as required for submission to local, state and/or federal oversight agencies.

Assists outside auditors in audits of School system programs and accounts, preparing reports and retrieving records as requested.

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Prepares standardized and/or as requested reports to the Assistant Finance Officer, Senior Finance Officer, Chief Financial Officer, Superintendent, Board of Education, County Commission/staff, NC Department of Public Instruction and/or State Treasurer.

Reconciles state reports and makes necessary corrections/adjustments.

Works closely with Guilford County finance department staff to reconcile capital outlay project balances on a monthly basis. Maintains an awareness of items submitted to the Board of County Commissioners regarding capital outlay projects and takes necessary actions based on outcomes. Maintains capital outlay sales tax spreadsheet. Enters capital outlay budget transfers as necessary. Prepares all related schedules for year-end closing. Communicates any issues to the Assistant Finance Officer.

Maintains scholarship fund accounts, including recording deposits and interest earned, and balancing accounts.

Collection and remittance of monthly sales tax reports from each school.

Assists in development of staff training and development goals and objectives and assists in implementation of programs for obtaining necessary formal and informal training.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of accounting and auditing; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting or a closely related field, and 4 to 6 years of responsible accounting and/or auditing experience, preferably in a public schools system or government entity; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, adding machines, copiers, typewriters, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants

Language Ability: Requires the ability to read a variety correspondence, reports, forms, financial statements, invoices, requisitions, etc. Requires the ability to prepare correspondence, reports, forms, financial statements, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, including office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of accounting and auditing.

Thorough knowledge of applied fiscal laws and regulations and school system policies and procedures concerning fiscal operations.

Considerable knowledge of reports required by outside agencies and auditors.

Considerable knowledge of the procedures required to maintain the general ledger and prepare trial balances.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the current literature, trends, and developments in the field of accounting and auditing.

Ability to maintain standard accounting and control measures for the School System.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to operate standard office machines and popular computer driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable independent judgment and initiative in planning and directing an extensive fiscal control system.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.