



EMPLOYEE NAME: _____

Created: 09/13; Revised: 6/17; 6/18, 6/19

JOB DESCRIPTION

POSITION TITLE: Financial Accounting Manager	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support Annual
DEPARTMENT: Accounting Services	WORK DAYS: 238
REPORTS TO: Assistant Director, General Ledger	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Manages plans, directs, and evaluates the Bank Reconciliation Coordinator position. Monitors, reviews and approves District level bank reconciliations. Prepares and processes reconciliation adjustments, year-end closing entries and adjustments. Accurately analyzes, evaluates, and prepares reports relating to various financial items. Designs and develops analytical reports focused primarily on the Cobb County Public School Foundation. Works collaboratively with other Accounting Services staff to prepare reports. Contributes to the calculation, and compilation of the Comprehensive Annual Financial Report.</p>	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree with Accounting (Major) required
2.	Certification/License Required: None
3.	Experience: 3 years of accounting experience; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; work independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages and supervises the Bank Reconciliation Coordinator position; responsible for completing staff annual evaluation.
3.	Oversees, develops and produces the Cobb County Public School Foundation’s monthly financial statements for their respective Board and applicable cash flow reports for presentation by the Chief Financial Officer; reviews accounting transactions weekly related to the Foundation.
4.	Compiles and develops year-end entries for mandatory Department of Education filings, such as the annual DE046 State of Georgia upload and various monthly wired transactions.
5.	Serves as the key liaison between CCSD and the Cobb County Public School Foundation external auditor during field work on behalf of the Director of Accounting and Chief Financial Officer.
6.	Works collaboratively with Department staff on the calculation and compilation of the Comprehensive Annual Financial Report.
7.	Assists with the preparation of the quarterly financial report to the School Board.
8.	Develops, maintains, and delivers monthly and annual closing calendar to various departments within Financial Services.
9.	Prepares and processes journal entries for monthly District bank reconciliation adjustments, encumbrances adjustments, service contracts, and year-end closing entries as necessary, including preparation of wire transfers, as needed; reviews and approves bank reconciliations for all District level bank accounts. Approves journal entries from other departments to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.

10.	Prepares various ad hoc financial analytical reports which include working collaboratively with the Assistant Director-General Ledger to prepare annual financial reports for the Comprehensive Annual Financial Report and audit work papers as directed by the Director of Accounting.
11.	Serves as the backup for the Assistant Director-General Ledger and Assistant Director–Cash Management.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____