



EMPLOYEE NAME: _____

Created: 12/12; Revised: 8/14; 6/18

JOB DESCRIPTION

POSITION TITLE: Manager, Capital Projects Accounting & Accounts Payable	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support Annual
DEPARTMENT: Capital Projects Accounting & Accounts Payable	WORK DAYS: 238
REPORTS TO: Director, Capital Projects Accounting & Accounts Payable	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Director, Capital Projects Accounting & Accounts Payable; assumes primary responsibility for the department staff and operations.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: None
3.	Experience: 3 years of experience in accounting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities supervisory experience preferred
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer technology; analytical skills; math aptitude

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.	Supervises and evaluates the department staff.
3.	Coordinates the payment of all payables, including SPLOST, insuring accurate payment and distribution.
4.	Acts as a liaison between Accounts Payable and vendors, schools, and other district personnel, including SPLOST.
5.	Coordinates the payment of vendors through ePay to include recruitment of vendors for the ePay program.
6.	Coordinates the preparation and timely issuance of IRS 1099 forms.
7.	Coordinates the preparation of all SPLOST budget adjustments.
8.	Prepares SPLOST/Capital Outlay sections of Budget Document and Comprehensive Annual Financial Report.
9.	Establishes adequate procedures and controls and documenting the processes for Accounts Payable and SPLOST Accounting.
10.	Coordinates technology changes to include application, enhancements, upgrades, installments, and training.
11.	Performs data analysis, prepares reports, and makes presentations to respond to audit requests, open records requests, Board requests and management requests for use in budgeting, planning, and compliance.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____