



EMPLOYEE NAME: _____
 Created: 07/14; 7/15; 12/15; 6/17; 12/17; 6/18; 10/18; 5/19;1/20;5/21;2/22

JOB DESCRIPTION

POSITION TITLE: Manager, Local School Accounting & Internal Compliance	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Local School Accounting & Internal Compliance	WORKDAYS: 238
REPORTS TO: Director of Local School Accounting & Internal Compliance	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises the financial operations of the After School Program (ASP); Supervises the Local School Accounting & Internal Compliance Financial Support Specialist; Assists the Director of Local School Accounting & Internal Compliance with the coordination of the external and internal local school audits Assists with Local School Accounting operations.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree in Accounting or Business Administration required.
2.	Certification/License Required: None
3.	Experience: 3 years of accounting experience; governmental accounting experience preferred; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to work independently; strong analytical skills; strong organizational and interpersonal skills; strong computer skills, including MS Word and Excel, Adobe Professional and EPES Accounting software.

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 the Local School Accounting & Internal Compliance Financial Support Specialist.
3.	Supervises the financial operations of the After-School Program (ASP) to ensure local school compliance with procedures and program profitability; serves as the key liaison for ASP financial-related questions; develops, updates and documents the monthly ASP financial review processes to ensure efficiency and adherence to District policies, procedures and strategic goals.
4.	Responsible for processing all ASP journal transactions within the General Ledger, including but not limited to, journal transactions on a daily and/or weekly basis for ASP credit card payments and journal vouchers monthly for ASP administrative and utility fees; analyzes, monitors and reviews daily ASP credit card payment transactions; serves as liaison to credit card vendors.
5.	Works collaboratively with other departments in the preparation, submission, and documentation of the annual ASP budget.
6.	Performs consistent monitoring of the ASP financial program in collaboration with Financial Planning and Analysis.
7.	Performs ASP operational analysis; follows-up with schools as needed; notifies and meets with Principals and Assistant Superintendents on ASP financial compliance issues.
8.	Prepares and submits quarterly and annual ASP Analysis Reports to the Chief Financial Officer.

9.	Assists the Director of Local School Accounting & Internal Compliance with the coordination of external local school audits. Serves as primary contact for school Bookkeepers prior to their annual school audit; assists them with questions in the preparation of their upcoming audits; Discusses audit findings and recommendations with Director of Local School Accounting & Internal Compliance.
10.	Assists the Director of Local School Accounting & Internal Compliance with internal local school audits, including but not limited to purchase card transaction reviews, purchase card package reviews and vendor transaction reviews.
11.	Performs and assists with Local School Accounting & Internal Compliance school and department operational reviews.
12.	Responsible for the communication, research, and processing of local school unclaimed funds to ensure the local schools are compliant with Georgia State Law, O.C.G.A. §44-12-19 et. Seq.
13.	Responsible for ensuring all local school's bank signature cards are up to date.
14.	Collaborates with Procurement Services on local school requests for quote to ensure all local schools have an adequate supply of required financial control documents.
15.	Responsible for ensuring local school contract payments are tracked for 1099 and HB87 reporting.
16.	Assists with the development of Local School Accounting procedures and daily operations.
17.	Assists with analysis, closing of school district books; preparing consolidation of local school accounts for financial year-end reporting and the preparation of Local School Accounting information submitted for upload to the state.
18.	Maintains a high level of confidentiality regarding all Local School Accounting and Internal Compliance matters.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____