

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/16	<u>FINANCIAL SERVICES MANAGER</u>	3.6.1.1
Effective Date	Job Title	Index

Primary Function:

To supervise and enhance the expertise of the district's accounting staff by serving as a lead in the preparation of the district's Comprehensive Annual Report (CAFR), assisting with the control of daily accounting transactions, and the development of accounting procedures to promote the customer service of Financial Services. To provides administrative support in matters pertaining to district policy, rule, and collective bargaining.

Supervised By:

Director of Budget & Financial Services and/or an appointed designee

Essential Functions:

- E-1 Oversees and assigns daily work of the Accounting Staff and special projects as assigned by the Financial Services Director.
- E-2 Oversees the general ledger, cash and investment reconciliation reports, accounts receivable and collection, accounts payable, employee expense reimbursements, payroll reconciliation, internal control procedures, budget journal vouchers.
- E-3 Manage the hiring process of new financial staff and provides evaluations of staff to the Director of Financial Services as outlined in District Policy for staff evaluations.
- E-4 Leads the preparation of the District's Consolidated Annual Financial Report (CAFR) including all supporting work papers, analyses and summary schedules as required by the District's outside auditors. Ensures that the CAFR and other financial data are distributed to relevant outside agencies.
- E-5 Assures accurate audits by acting as liaison with outside auditors during the annual audit process; provides information, assistance, and explanation of the District's accounting practices, procedures, systems and audit trails.
- E-6 Works with the Financial Services Director, assuring that the District's financial accounting practices are in compliance by reviewing and analyzing changes in federal, state and District regulations as they apply to governmental accounting. Develops and implements system changes as necessary to maintain compliance.
- E-7 Ensure QAM policies, procedures and work instructions for the Financial Department are up to date and accurate.
- E-8 Oversees the District's fixed assets to assure compliance with legal requirements.
- E-9 Approves requisitions, invoices, travel, and journal vouchers as required by the Director.
- E-10 Provides special analyses and studies for the Director of Financial Services, including cost studies, research and recommendations regarding specific accounting problems and revenue and expenditure data for use in preparation of the District's annual budget.
- E-11 Serves as a backup for the Financial Service Director in his/her absence.

Additional Functions

- A-01 Performs other duties as assigned.

Minimum Qualifications:

Experience, Education, and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field.
- Five (5) or more years of progressively responsible experience in accounting, planning and organizing an area of responsibility, and the supervision of assigned personnel.
- Preferred Certifications: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Master's Degree.

Knowledge of:

- Principles, practices and procedures of municipal accounting, and auditing.
- Federal and state requirements, Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB) and District policy.
- Accounting ERP systems.
- Fund accounting.
- Internal Controls.
- Principal and practices of work organization and simplification.

Ability to:

- Lead, organize and review the work of accounting staff.
- Analyze and prepare complex financial reports.
- Develop, recommend, install and evaluate complex financial systems and procedures.
- Evaluate and establish work priorities.
- Communicate effectively and to establish and maintain effective working relationships with other employees, auditors, and representatives of governmental or financial agencies.
- Express ideas, proposals, and recommendations effectively, both orally and in writing.
- Multi-task with the ability to adapt quickly to changing situations.
- Exercise diplomacy and tact and maintain a high level of professionalism and promote public relations.
- Demonstrate working knowledge of business ERP integrated financial system and related peripheral equipment and software including but not limited to Microsoft Office products for business. Includes creating complex Excel spreadsheets.
- Maintain a flexible work schedule if needed for off work hours for completion of projects.
- Travel to other District locations as needed.

Work Environment

Climate controlled office setting and exposure to minimal to moderate noise intensity levels. Moderate to frequent level of contact with district personnel, outside agencies, and the community.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. Hearing and

speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

Minimum Term of Employment:

Twelve months.

Salary Level:

Placement on the current Salem-Keizer Public Schools regular administrative employee salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for the administrative personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____

Salem-Keizer Public Schools is an equal opportunity employer.