



## Job Title: Manager, General Accounting

**Reports to:** Accounting Director  
**Department:** Financial Services  
**Compensation:** BL-8  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** May 10, 2012

**Position Summary:** Supervisor of the General Accounting and Accounts Payable sections within the Accounting Department.

### Qualifications/Job Requirements:

**Education:** Bachelor's degree in Accounting or Business Administration with CPA or Master of Business Administration required.

**Specialized Knowledge, Licenses, etc:** Certified Public Accountant

**Experience:** Minimum of five years of supervisory accounting experience with five years financial, analytical, accounting experience required.

**Specific Training/Skills:** Proficient in Microsoft Office Excel, Access and Word, strong organizational and interpersonal skills, self motivated, effective use of oral and written communication, ability to prioritize and delegate as necessary. Dependability, tact and strength in multi-tasking, problem solving and critical analysis are essential.

### Duties and Responsibilities:

- Working supervisor of General Accounting and Accounts Payable
- Administer the accounting procedures of the District
- Maintain and control the general ledger which is the official record for reporting expenditures, encumbrances, and requisitions for all funds used by the District
- Ensure compliance with mandated reporting requirements
- Coordinate the activities of the department on the computerized financial system
- Write financial reports
- Continually review and evaluate the financial internal controls within their accounting sections
- Assist the Accounting Director with special projects related to the Accounting department

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