

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**SCHOOL BOARD/BUSINESS OFFICE
1332 Accounting Manager
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REVISED

JOB TITLE: ACCOUNTING MANAGER

REPORTS TO: School Business Administrator

SUPERVISES: Accounting Personnel

NATURE AND SCOPE OF JOB:

Under direction of the School Business Manager, serves as a working accounting manager providing technical direction, assistance and oversight and manages, directs and controls the fiscal and human resources of the district's overall accounting, payroll and accounts payable operations.

The Accounting Manager's prime responsibility is to ensure that all financial operations are conducted in compliance with state, governmental and tax code rules and requirements, with a "no recommendations" audit as the main objective. Toward this end, the Accounting Manager will direct, train, evaluate, reorganize and replace staff as necessary to structure internal controls, provide cross training and succession planning.

In addition, the Accounting Manager will serve the district in an advisory capacity on an ongoing basis, preparing financial analyses of selected activities for the guidance of management; preparing reports which outline the school district's financial position with regard to income, disbursement, and expenses based on past, present, and future activities; preparing budgets and/or financial reports; developing plans and forecasts as to future economic and financial needs, growth, and development; advising management on desirable operational adjustments due to changes or anticipated changes in financial status; arranging for the auditing of accounts; debt management including the preparation of sales and closings for bonds and bond anticipation notes.

The Accounting Manager will also oversee and ensure compliance with reporting and records retention requirements, will promote technical expertise and technological advancement in the district's fiscal operations, is responsible for assisting in developing and executing a comprehensive program of financial policies, procedures and controls that constitute an integral component of the organization's total management concept and practice.

QUALIFICATIONS:

The Accounting Manager shall:

1. Hold a Bachelor's Degree in Accounting and advanced training.
2. Certification as a Certified Public Accountant preferred (or in process).

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