

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER III-ACCOUNTING

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and direct the activities and operations of District accounting records, accounts payable and accounts receivable functions; coordinate, oversee and direct the collection and reporting of District-wide attendance data; prepare County, federal and State-mandated financial reports; coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the activities and operations of District accounting records, accounts payable and accounts receivable functions; develop, implement, maintain and oversee effective and accurate accounting systems; analyze and implement improvements in the District's internal accounting controls.

Coordinate, oversee and direct the collection and reporting of District-wide Average Daily Attendance (ADA) and enrollment to local, State, federal and other funding agencies.

Prepare and present federal, State, and County-mandated financial reports, statements and schedules, including cash flow, debt service, interest, and trust accounts; prepare and maintain a variety of other reports, records and files related to assigned activities and personnel; coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs.

Maintain the general ledger and subsidiary ledgers of District funds.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, organize, assign and review the work of accounting staff, including preparation and processing of journal vouchers, transfer vouchers, deposit permits and travel claims.

Coordinate year-end closing activities and participate in the audit of the official financial records of the District.

Develop accounting procedures for recording and controlling the financial transactions of the District's student body organizations; assist principals with ensuring schools conform to established policies and procedures.

Implement construction accounting procedures for Facilities projects including the State School Facility Program projects; assure compliance with Office of Public School Construction (OPSC) guidelines in conjunction with District policies and procedures; review OPSC Exhibit "A" project closeout and reconcile anomalies.

Manage facilities accounting, including review of reconciliations of OPSC Budgets and District General Ledger for multiyear projects and year-end balances. Oversee the processing of construction progress payments and monitoring of any claims, stop notices, retention payments, back charges and liquidated damage charges.

Coordinate department input into bond financing authorizations and sales, including the development of relationships with financial advisors, rating agencies, underwriting firms, bond counsels, and bond trustees; may manage debt issuance.

Communicate with administrators, personnel, auditors, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.

Provide technical expertise, information and assistance to assigned supervisor regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Attend and conduct a variety of meetings; serve on committees to assist in the development of District policies and procedures.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of the accounts receivable, accounts payable, accounting records and attendance accounting functions of the District.

Financial and statistical record-keeping and report preparation techniques.

District accounting policies and procedures.

Generally Accepted Accounting Principles.

Financial transactions of the District's student body organizations.

Construction bidding, payments and change orders.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

ABILITY TO:

Plan, organize and direct the activities and operations of District accounting records, accounts payable and accounts receivable functions.

Coordinate, oversee and direct the collection and reporting of District-wide attendance data and construction data.

Prepare County, federal and State-mandated financial reports.

Coordinate accounting procedures with budget, technology services, payroll, school sites and various District programs.

Perform research, compiling information from a variety of sources, maintaining accurate records and files.

Analyze, interpret, and prepare financial statements and reports.

Meet District standards of professional attitude and effective leadership.

Maintain confidentiality of sensitive and privileged information.

Train and supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain comprehensive reports.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and/or three years increasingly responsible professional accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

BOARD APPROVED: July 22, 2025