



WALKER COUNTY SCHOOLS

www.walkerschools.org

Damon Raines
Superintendent

POSITION ANNOUNCEMENT

Announcement Date: August 20, 2018

Position: Accounting Manager – Central Office
(See Attached Job Description)

Minimum Qualifications: Bachelor's degree or relevant experience with post secondary training in accounting

Salary: Contingent on education and experience

Contract: 241 Days

Application Process: Complete Walker County Online Application
&
Email Cover Letter and Resume to:

Heather Holloway
Director of Personnel
Walker County Department of Education
P.O. Box 29
LaFayette, GA 30728

Email: heatherholloway@walkerschools.org
Telephone 706 638-7954

The Walker County School District does not discriminate on the basis of race, color, sex, age, religion, national origin, or disability in any of its educational programs, activities, or employment practices.



WALKER COUNTY SCHOOLS

Accounting Manager Job Description

Job Title: Accounting Manager

Reports to: Director of Financial Services

Under the supervision of the Director of Financial Services, the accounting manager plans, organizes, directs, manages, and evaluates District accounting, budgeting, and payroll activities; manages and directs fiscal year-end closing process; establishes and revises accounting and payroll processes and procedures.

Specific Duties and Responsibilities:

- ❏ Plan, organize, and direct the work of the Financial Services department including accounting, budgeting and payroll functions.
- ❏ Assist in budget development and control.
- ❏ Prepare annual budgets, including data for projections of income and expenditures by programs and funds.
- ❏ Consult and coordinate with site/program administrators on their allocation budgets.
- ❏ Manage, train, and audit work of accounting clerks in all budget and financial subsystem applications and ensure that established operation procedures are followed.
- ❏ Assist in the preparation, planning, and management of the fiscal year-end closing process to assure validity and accuracy of the District's financial data for subsequent preparation of District financial statements.
- ❏ Direct and oversee regular reconciliation of all District funds, including all balance sheet and income statement accounts.
- ❏ Design and conduct audits of District funds and accounts, prepare year-end financial data for annual audit, prepare audit schedules, and act as liaison with external auditors. Provide training to schools and departments on audit findings and internal controls. Provide centralized reconciliation and reporting of student activity fund accounting for school sites and external auditors.
- ❏ Oversee and review all funds received and deposited into Walker County Board of Education bank accounts.
- ❏ Coordinate the fiscal management and financial accountability of categorical programs by managing and directing staff in budgeting for grants/entitlements and verifying accuracy of financial data. Direct staff in coordinated effort with program directors to prepare accurate financial reports to Local, State, and Federal Grantors.
- ❏ Ensure all tax reports, retirement reports, and other reports required by Local, State, or Federal agencies are prepared and submitted in a timely fashion.
- ❏ Provide or coordinate staff training and work with employees to correct deficiencies.
- ❏ Advise administrators, school site staff, and District staff regarding various fiscal policies and procedures, financial/budget system utilization, and other financial and budget related issues on a regular basis.
- ❏ Direct, oversee, and participate in the development of the office work plan, assign work activities, projects and programs, monitor work flow, develop and implement policies and procedures, review and evaluate systems, methods, and procedures.
- ❏ Analyze and implement Chart of Accounts as implemented by the Georgia Department of Education.
- ❏ Responsible for the coordination and general direction of other Financial Services operations (as may be assigned).
- ❏ Evaluate department services to determine efficiency and effectiveness in meeting goals and objectives.
- ❏ Attend conferences and meetings for the purpose of maintaining professional knowledge and to represent the District.
- ❏ Other duties as assigned