

Anoka-Hennepin Independent School District #11
Job Description

Title: Accounting Manager
Department: Business Services
Reports to: Director of Finance
Prepared Date: February, 2011

SUMMARY OF RESPONSIBILITIES

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

DUTIES AND RESPONSIBILITIES

Accounting

- Performs monthly close functions relating to monthly and year-end close of accounting system.
- Prepares monthly cash and investments balance reconciliation.
- Prepares monthly activity reports (disbursements) for board approval.
- Maintains the trust and agency accounts for scholarships. Prepares scholarship checks for approval and signature. Mails student scholarship checks. Advises new potential donors, maintains subsidiary ledger of deposits and disbursements for all accounts. Prepares monthly journal entries for approval. Reconciles activity on monthly basis to bank statements.
- Prepares investment transactions (certificates of deposits) for approval.
- Maintains records for donations made to the District. Acts as primary contact for personnel with questions on donations. Monitors activity to ensure established district procedures are followed.
- Maintains bond payment ledgers and records of unclaimed bonds. Reports information to state as needed.
- Coordinates with other departments to gather information in preparation for year end audit.
- Monitors and maintains accounting for federal and state grants. Assists grant coordinators with budgeting, accounting, and financial reporting issues.
- Monitors and updates chart of accounts for both District and CFL initiated changes
- Assists in implementation of operations recommendations in accounting from Director of Finance.

Cash Management

- Maintains daily cash balance records and approves daily bill disbursement amounts to insure adequate funds are available.
- Prepares bank transfers for approval as necessary for disbursements relating to payroll, board bills, and other major disbursements.
- Prepares recommendations for investing surplus district funds for approval. Carries out approved investment transactions.
- Prepares monthly investment and escrow entries for approval.

- Develops and maintains cash flow analysis for and investments and short-term borrowing needs.
- Assures proper accounting and recording of district cash receipts.
- Assumes tasks of cash receipts secretaries during absence as necessary.

Reporting

- Prepares monthly reports of cash balances by fund and donations for board approval.
- Assures compliance with district record retention policies.
- Maintains all microfiche and other document storage for finance.
- Monitors and maintains accounting for federal and state grants. Assists grant coordinators with budgeting, accounting, and financial reporting issues

Other

- Attends meetings and in-services as they apply to school business management to gather information on new developments and implement new procedures.
- Assumes tasks in the absence of other accountant.
- Performs such other tasks and assumes such other responsibilities as the Director of Finance may assign.

SUPERVISORY RESPONSIBILITIES

Supervises accountants and accounting clerical staff.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Accounting, Finance or Business Administration, and six months to one year related experience and/or training; or equivalent combination of education and experience.