

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Accounting Manager  
**Department:** Business Services  
**Reports to:** Director of Finance  
**Prepared Date:** May 2021

**SUMMARY OF RESPONSIBILITIES**

Under general direction from the Director of Finance, the Accounting Manager is responsible for establishing accounting systems and controls to ensure the integrity of the financial practices and reporting in accordance with state, federal, and local policies, laws, rules, and guidelines. Oversee Accounts Payable, Accounts Receivable, New Vendor Applications, System of Award Management (SAM), and Scholarships. Assist with coordination of annual financial audit, and in preparing financial statements, board reports, or other reports.

**DUTIES AND RESPONSIBILITIES**

- Ensure all actual revenues and expenditures have been properly recorded in accordance with Uniform Financial Accounting Records System requirements and Governmental Accounting Standards Board requirements.
- Oversee monthly close functions relating to monthly and year-end close of accounting system.
- Annual 1099 and Unclaimed Property processes
- Prepare monthly disbursements, donations, scholarships, and cash balance reports for board approval.
- Oversee the scholarship accounts process.
- Maintain annual district entity registration within the government thru the System Award Management System (SAM).
- Coordinate with other departments to gather information in preparation for year-end audit. Including preparing year-end reconciliations and schedules, assisting with ensuring procedural changes recommended by auditors are put into effect, and performing ongoing maintenance of proper records.
- Coordinate the District's banking relationship with serving banks, including ensuring sufficient funds are available to meet all payroll and accounts payable requirements, and that payment transfer for accounts payable and payroll are completed in a timely manner.
- Enter and process journal entries/budget adjustment as needed.
- Assure compliance with district record retention policies.
- Maintain all document storage for Accounting, including electronic documents.
- Attend meetings and in-services as they apply to school business management to gather information on new developments and implement new procedures.
- Supervise the activities of the Office Professionals and the Accounting Financial Data Specialist, including ensuring coverage in employee's absence.
- Serve as Districts main contact for New Vendor Applications.
- Performs other responsibilities as the Director of Finance may assign.

## **SUPERVISORY RESPONSIBILITIES**

Supervises Financial Data Specialist and Office Professionals. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Accounting, Finance or Business Administration, and a minimum one-year related experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

MASBO Certification Program completion preferred.

## **KNOWLEDGE, SKILLS & ABILITIES**

Possess advanced knowledge of district, state and federal regulations governing the management of district finances.

Knowledge of various software tools and resources used to collect, analyze and organize data.

Ability to apply district, state, and federal policies, practices and guidelines.

Ability to utilize various technology and software to analyze and organize financial data.

Ability to apply standard accounting practices as needed in the course of the job.

Ability to perform complex mathematical calculations.

Ability to work independently assessing and analyzing data with the ability to draw conclusions and present findings and make recommendations.

Ability to work with a diverse workforce in a professional and collaborative manner to achieve common goals.

Skilled in verbal and written communication to/with a diverse audience.

Ability to lead, guide, and/or coordinate others in collaborative projects.

Ability to work under limited supervision following standardized practices and/or methods.

Knowledge of the impact work has on the District.

Ability to maintain regular attendance, which includes completing an assigned day.

Performs other tasks and assumes other responsibilities as directed.

## **PREFERRED QUALIFICATIONS**

Accounting experience in a school district setting preferred. Working knowledge of Skyward preferred.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. The noise level in the work environment is usually quiet.