

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: ACCOUNTING MANAGER

Position Type: Exempt	Supervises: As May be Assigned
Salary Schedule/Range: \$16.11 - \$18.75	Reports to: Business Manager
Term of Employment: 12 Month Calendar	Approved by: Human Resources
FTE: 1.0	Date: 01/26/2015

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Oversee the control of activities of electronic data processing, pertaining to purchasing, accounts payable, and accounts receivable operations;
- Oversee the maintenance of a complete and systematic set of records on all accounts payable transactions of the district;
- Oversee the preparation of all bidding documents including notice to bidders, specifications, and form of proposals;
- Provide services to those departments which indicate a need, interest, or desire to insure their materials are being processed properly;
- Cooperate with the auditors and provide information to them as requested;
- Maintain a general ledger for the Clearing Account including out of district tuition;
- Organizing of budget materials and special projects prescribed by Business Manager;
- Process insurance claims;
- Prepare quarterly tuition billing statements;
- Prepare bank and treasurer's deposits and receipts for Clearing Account;
- Voucher for Revolving Account expenditures;
- Prepare bank deposits for Employee Insurance bank account;
- Prepare treasurers deposits and receipts for Cafeteria Account;
- Prepare end of year Tax Credit Report to Arizona Department of Revenue;
- Act as administrator for Visions users authorization and access;
- Act as Food Service Manager on behalf of the District;
- Prepare quotes, enter requisitions, and receive merchandise for the IT Department;
- Complies with all rules, regulations and policies of the Governing Board;
- Other job related duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or GED;
- Experience in the accounts payable department of a school district or private industry preferred;
- One year related experience or training preferred;
- Previous experience in an educational setting preferred;
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

JOB TITLE:

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream