

JOB DESCRIPTION

TITLE ACCOUNTING MANAGER

QUALIFICATIONS

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.

Education/ Experience	Bachelor's degree in Accounting, Business or related field from a four-year college or university; or five years of related experience; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director of Accounting

GENERAL RESPONSIBILITIES

1. Coordinates all Headstart budgeting and accounting to include final financial reports.
2. Supervises Grant Accountant and ensures that all reports for federal funds and Medicaid Outreach are done in a timely manner.
3. Handles daily wire transfers.

SPECIFIC RESPONSIBILITIES

1. Monitors the Headstart budget, expenditures and projections working closely with the Project Manager to ensure funds are spent in a timely manner and in accordance with the Grant Award.
2. Evaluates the Headstart budget monthly in comparison to actual expenditures and projections for salaries/benefits.
3. Reviews and posts Headstart in-kind contributions, all non-Federal cash match, and development and administrative costs to the accounting records on a monthly basis.
4. Requests Headstart cash advance weekly and/or as needed and other Fund 424 special revenue funds.
5. Requests weekly Federal cash advances from the Florida Department of Education.
6. Reviews Personnel Roster for Headstart to verify employees are charged correctly.
7. Prepares wires for FICA, Federal Income Tax and Medicare, Retirement, Health Insurance Account, Flexible Spending Account and Worker's Compensation Account.
8. Prepares Annual Supplementary Schedule of Federal Financial Assistance Program Expenditures.
9. Develops and revises cost allocation methodology.
10. Performs other duties as assigned.