

Job Title

ACCOUNTING MANAGER

Reports to: Chief Executive Officer
Exempt

Nature and Scope of Job:

To provide accounting expertise for the Antelope Valley Schools Transportation Agency a Joint Power Agency. Provide financial reports related to the operation for business decision making and reporting to the member districts of the JPA. Assure all daily accounting processes are completed and assist in future financial planning for the Agency.

Job Functions:

ESSENTIAL FUNCTIONS:

1. Maintains and monitors the overall Governmental Accounting process used by the district to ensure that all practices are in accordance with generally accepted accounting practices.
2. Performs accounting functions to work with the Los Angeles County Office of Education (LACOE) related to the Agency contract for Peoplesoft Financial System as needed.
3. Understands and applies within the Agency accounting system the Standardized Account Code Structure (SACS) as established by the California Department of Education (CDE).
4. Prepare for and work through Agency audits as necessary.
5. Provide planning, development and maintenance of accounting budget records and files.
6. Prepares detailed financial reports to the state, county and Board of Directors as required.
7. Reviews and balances computer assisted accounting output reports to ensure proper and appropriate encumbrance and expenditure classifications are met.
8. Prepares general fund, First Interim, Second Interim, Estimated Actuals, Annual Budget, and Unaudited Actuals financial reports.
9. Establish and maintains a calendar pertaining to the preparation of reports required for the Agency.

10. Overseas and directs various personnel pertaining to payroll or other fiscal related matters.
11. Performs a variety of fiscal activities pertaining to proper Bid procedures on Agency expenditures.
12. Performs ledger maintenance, banking records and accounts payable functions as necessary.
13. Implement budget transfers and expenditure control procedures as directed by CEO.
14. Maintains records and reports on the various sources of Agency income, including public CNG fueling and related field trips, and related tax issues for the Agency.
15. Analyzes and audits major account classifications for accuracy and that the accounts are maintained within budgetary limits.
16. Oversees every financial transaction of the Agency and provides security for credit cards and receipts and assists in procedures for use of the cards.
17. Oversees personnel within the accounting department. Selects, evaluates and recommends to Human Resources/CEO action on these employees.
18. Identifies and implements a process for financial charges to each member school district for services received.
19. Provides analysis and recommendation related to payroll needs related to costing out services for the four member districts.
20. Provides cost accountability and records for parent pay as needed.
21. Structure a GASB 45 program for the Agency as required by Statute.
22. Works with MIS related to identifying program needs, implementation process and information security.
23. Know and apply Union requirements related to bargaining unit employees within department and pay issues for all Agency bargaining unit employees.

OTHER FUNCTIONS:

1. Works with other Agency managers to establish or familiarize them with the budget in their areas of responsibility.
2. Be knowledgeable of California Education Code, Union Contract and Policy of the Agency.
3. Analyzes financial programming for problems and requests or recommends additional programming.
4. Compiles financial information into reports for Union, Board, or Administration as requested.

5. Initiates and/or develops new forms and guidelines as needed related to area of responsibility.
6. Assists and structures future financial needs and goals for the Agency.
7. Assists in establishing replacement plans, costs cycles and any future financial needs of the Agency.
8. Maintains desk procedure manual in related areas and updates annually.
9. Supports all policy and procedures of the Agency.
10. Attends training as available related to the needs of the position.
11. Assure training is provided for all personnel under your supervision.
12. Promote safety in all employee actions while at the Agency.

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

1. Knowledge of Governmental Accounting policies and practices established by the Governmental Accounting Standards Board and in accordance with Generally Accepted Accounting Principles.
2. Knowledge of word processing, spread sheets, and graphical support for IBM PC's.
3. Ability to enunciate clearly, with the public, in person, before the Board of Directors and over the phone.
4. Ability to communicate positively throughout the workday.
5. Ability to follow and successfully complete both written and oral directions.
6. Ability to think clearly and calculate accurately.
7. Ability to work with people of various personality types.
8. Ability to encourage and promote an atmosphere conducive to efficiency and productivity.
9. Ability to maintain confidentiality.
10. Exercise and possess sound emotional judgement, sustained concentration, and memory.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

Bachelor's Degree in Business Administration or Accounting or equivalent combination of training and experience.

EQUIPMENT USED:

1. Computer
2. Printers
3. Photocopy machine
4. Adding machine and/or calculator
5. Phone
6. Fax

PHYSICAL DEMANDS:

1. Hand dexterity for keyboarding.
2. Lower body strength to stand and walk throughout the day.
3. Body strength to open and obtain work from files.
4. Have visual acuity and stamina to work at computer monitor throughout the work day.

ENVIRONMENTAL DEMANDS:

1. Air conditioned building.
2. Fluorescent lighting.
3. Radio noise from route radio.
4. Office in close proximity to radio control closet.

Revised 10-13-06

SALARY RANGE: \$4,634.08 - \$5,632.78/month, 12 month position

Excellent Benefit Package

SUPERVISION OVER: Accounting Department Staff

SUPERVISION FROM: Chief Executive Officer

All written applications will be considered in an effort to secure the best qualified person available. Resume, 3 letters of recommendation, letter of interest and a completed Agency application must be submitted to apply. Antelope Valley Schools Transportation Agency, 670 W. Avenue L-8, Lancaster, CA 93534, (661) 945-3621, X243, www.avsta.com. Closes 4:00 PM, 10/10/2011

MORRIS FUSELIER, III
CHIEF EXECUTIVE OFFICER

"EQUAL OPPORTUNITY EMPLOYER"