



Date: March 9, 2022

Position Title: Supervisor of Accounting and Grants Management

Location: Department of Finance

Pay Grade: A-3 \$100,897 minimum - \$151,347 maximum

Period of Employment: 12 months **FLSA Status:** Exempt

Start date: 5/1/2022

To apply: visit www.mcpsva.org

Supervised by and/or Reports to: Executive Director of Finance and Operations

General Responsibilities: Manages and oversees the financial accounting, payroll, and reporting functions for the school division.

Essential Duties:

(This list is intended solely as an illustration of the various types of work performed. The omission of specific duties does not exclude their addition if they are similar to or a logical extension of the position.)

- Maintains the school division financial system.
- Supervises daily operations of accounting functions including accounts payable, payroll, and general ledger functions.
- Directs, coordinates, and reviews work of assigned accounting and payroll functions; assigns work activities and projects.
- Reviews and evaluates processes and procedures; meets with staff to resolve problems; ensures work is performed accurately and in compliance with federal, state and School Board regulations.
- Ensures timely filing of state reports, tax returns, and required submissions including W2s and 1099 reporting.
- Performs professional accounting analysis and complex reconciliations.
- Prepares general ledger entries, maintains records and files; reconciles general ledger accounts.

- Ensures accurate recording and accumulation of revenue and expenditure information in accordance with generally accepted accounting principles and GASB regulations. Accrues revenue and expenditures for year end.
- Prepares fiscal year end close. Prepares fiscal year-end financial summaries and reports.
- Reconciles monthly financial data and prepares accounting entries to the City of Manassas Accounting Department; reconciles financials with the City of Manassas monthly.
- Coordinates financial audit and Workman's Compensation audit; works with auditor staff throughout the process. Prepares audit schedules and provides documentation requested.
- Prepares financial reports as requested for departments, school, or staff.
- Coordinates and compiles the Superintendent's Annual School Report for finance for the Virginia Department of Education.
- Oversees cash receipts; records and reconciles revenue received from all sources.
- Hires and trains accounting personnel; evaluates direct report staff.
- Provides technical support to users, responds to requests for information on system use; troubleshoots and resolves end user problems.
- Works with software provider to test and install system upgrades; coordinates testing of upgrades with other departments. Conducts training sessions as necessary.
- Oversees Student Activity Fund (SAF) activity. Manages system users, access, and accounts.
- Reviews monthly financial reports and bank reconciliations. Provides support and direction to school bookkeepers in regard to financial accounting matters.
- Oversees claims cost processing and reporting for Medicaid reimbursement. Compiles and submits administrative cost reports. Work with third party Medicaid facilitator on student data match and claims processing system.
- Maintains Fixed Asset records and calculates depreciation.
- Maintains and coordinates physical inventories of assets. Maintains federal grant inventory records in accordance with grant requirements. Works with program directors for tracking and reporting.
- Prepares and / or reviews monthly financial reports for School Board.
- Reviews and balances food services fund cafeteria deposits with the City Treasurer and City Accounting Department.
- Coordinates reporting necessary for preparation of CAFR by Manassas City.
- Provides assistance to the Executive Director of Finance and Operations and other Finance Department staff members.
- Performs other duties as assigned.

Requisite Knowledge, Skills, and Abilities:

- Comprehensive knowledge of principles and practices of accounting, auditing, and GAAP.
- Comprehensive knowledge of all aspects of school payroll and related laws, regulations and reporting requirements.
- Attention to detail, critical thinking, analytical, and problem-solving attributes.
- Technically proficient in Excel and spreadsheets, Word, and Outlook.
- Ability to organize, direct, and coordinate the activities of others.
- Ability to establish and maintain effective working relationships.

Requisite Education and Experience:

- Bachelor's degree in accounting, Finance, or Business Administration.
- Minimum of 5 years progressive experience in accounting.
- Experience in public school finance or a related field preferred.
- Experience with Munis software preferred.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to: a personal computer, calculator, copier, and fax machine. Some significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, or repetitive motions required.

Manassas City Public Schools assures equal employment opportunities and equal education opportunities for employees and students as required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

This job description is intended to accurately reflect the position activities and requirements. It is neither intended to be, nor should it be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. Administration reserves the right to modify, assign, or remove duties as necessary.