



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

## **ACCOUNTING MANAGER**

### **JOB SUMMARY**

Under the supervision of the Director of Fiscal Services, this position is responsible for planning, supervising, and participating in major accounting functions. The Accounting Manager performs complex calculations related to tracking and maintaining financial, statistical, and fiscal records and manages and evaluates the work of the Accounting unit. This job class requires specialized knowledge of the procedures associated with school district accounting, including compliance requirements regarding Federal & State reporting. The position also involves preparing financial statements, working on audits, and coordinating with various departments to ensure accuracy in financial transactions. Strong knowledge of California school finance laws and familiarity with the Standardized Accounting Code Structure (SACS) is essential.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

1. Lead and oversee the day-to-day activities of the accounting department, including financial reporting.
2. Assist in developing, monitoring, and adjusting the district's budget, ensuring it aligns with district goals and legal requirements.
3. Assist in preparing reports, including Unaudited Actuals, Interim Reports, and other mandated submissions (e.g., SACS reporting).
4. Coordinate and support internal and external audits, ensuring timely and accurate preparation of required documents.
5. Manage and account for state and federal funds, such as Title funds, LCAP, and other grants, ensuring compliance with specific regulations and reporting.
6. Ensure all accounting practices comply with state, federal, and local laws and policies, including education code requirements, GASB, and GAAP standards.
7. Monitor and manage district cash flow, bank reconciliations, and cash management, including ACH transfers and stop-payment resolutions.
8. Collaborate with Human Resources and Payroll for position control, ensuring the accuracy of budget allocations for staffing and tracking FTE assignments.
9. Monitor and support ASB fund management, ensuring compliance with district policies and state regulations related to student activities.
10. Support attendance accounting practices, ensuring accurate reporting and alignment with funding requirements.
11. Recommend and develop internal accounting procedures and controls to improve financial accuracy and efficiency.
12. Oversee and manage the use of financial software systems such as Galaxy or similar, ensuring appropriate access for personnel throughout the organization.
13. Work closely with district departments (e.g., Human Resources, Facilities, and Operations) to align financial activities with district objectives.
14. Stay updated on changes in accounting standards, laws, and regulations related to school district finance and provide staff training as necessary.
15. Perform other related work as may be required.

### **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

1. Complex accounting and statistical-related record-keeping procedures;

2. In-depth understanding of the state's education finance laws, including Local Control Funding Formula (LCFF) and categorical funding requirements.
3. Familiarity with governmental accounting standards applicable to public school districts.
4. Proficiency in budget development, management, and monitoring of school district operations.
5. Experience with California's standardized accounting structure used for school districts.
6. Knowledge of managing state and federal funding (e.g., Title I, LCAP), including compliance and reporting requirements.
7. Familiarity with internal and external audit processes for public education institutions.
8. Knowledge of vendor payments, purchase orders, invoicing, and receivables management.
9. Understanding of internal control systems to safeguard district assets and ensure the integrity of financial operations.
10. Experience in state and federal reporting requirements, including preparing financial statements, interim reports, and unaudited actuals.

**Ability to:**

1. Lead and supervise accounting staff, ensuring accurate and timely financial reporting and compliance.
2. Perform evaluations for assigned staff.
3. Analyze financial data, identify trends, and make data-driven recommendations for financial planning and decision-making.
4. Work collaboratively with various departments and external auditors, fostering strong relationships across the district.
5. Implement and maintain effective accounting procedures and internal controls.
6. Manage multiple projects and deadlines in a fast-paced environment with attention to detail.
7. Adapt to changes in financial regulations, school finance software, and accounting standards.
8. Communicate complex financial information clearly and effectively to non-financial stakeholders, including school administrators and board members.

**EDUCATION / EXPERIENCE**

**Education:** An Associate's Degree or better with college-level courses in bookkeeping, budgeting, and principles of accounting is required; a Bachelor's Degree is preferred.

**Experience:** Five (5) years of increasingly responsible experience in accounting-related work involving responsible account, financial, or statistical records maintenance, with a minimum of two (2) years of supervisory experience.

**REQUIRED LICENSES AND/OR CERTIFICATES**

1. Possession of a valid and appropriate California Driver's License and maintain possession of such license during employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by the District's insurance carrier and maintain such insurability during employment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

**Physical Demands:** Sitting for extended periods while working at a desk or computer; frequent use of hands and fingers for typing, writing, and handling documents or office equipment; visual acuity for

reading financial documents, spreadsheets, and computer screens; ability to hear and communicate clearly in person, over the phone, or in virtual meetings; occasionally lifting or carrying office materials, typically up to 25 pounds; occasional walking, standing, and moving around the office or district sites; occasional bending, reaching, or crouching to retrieve documents or office supplies; occasional travel between district sites or for meetings, conferences, or training sessions.

**Working Conditions:** Primarily working in an office environment with standard office equipment; exposure to computer screens and related equipment for extended periods; frequent interaction with district staff, administrators, and external vendors; occasional travel to different school sites or district offices for meetings and training; work hours may include evenings or weekends during budget preparation or audit periods; adherence to deadlines, requiring occasional overtime during peak periods; maintaining confidentiality of sensitive financial information; and a collaborative work environment that requires teamwork and communication with various departments. Exposure to seasonal temperature variations, dust and wind, traffic, food preparation smells, and use of office equipment and desk supplies. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities to enable the performance of the essential duties and responsibilities of the position. HUSD encourages prospective and current employees to discuss potential accommodations with Human Resources and/or Safety/Risk Management.

**EMPLOYMENT STATUS**

Classified Management Position  
Salary Schedule 201 Row 37  
Classified Management Work Year Calendar

October 2024