Job Title: Accounting Manager

JOB SUMMARY

The Accounting Manager is responsible for the supervision of employees of the comprehensive accounting and financial activity for a technical college.

MAJOR DUTIES

Ensures a comprehensive accounting program, which integrates Generally Accepted Accounting Principles (GAP), Governmental Accounting Standards, statutory accounting requirements, and departmental fiscal policies and procedures;
Administers the daily financial and accounting operations including the processing of cash receipts, accounts payable/receivable, bank reconciliations, etc.;
Balances all financial records at month-, quarter-, and year-end;
Supervising year-end closing procedures;
Verifies accuracy of and balances all daily financial computer reports and monthly bank statements
Represents the financial interests of the technical college in accounting related interactions with other parties such as banks, vendors, auditors, and external customers;
Correctly applies principles in analyzing accounting and fiscal situations to ensure integrity of the fiscal operations;
Submits financial reports as requested in a timely manner;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
Evaluates employees at scheduled intervals upon reviewing of all relevant information;
Conducts regular evaluation of services provided and makes adjustments as needed;

COMPETENCIES

Knowledge of accounting principles to include GAP, Governmental Accounting Standards, and statutory regulations
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
MINIMUM QUALIFICATIONS

Bachelor’s degree in accounting, public administration or closely related field *and* Two (2) years of professional experience in accounting

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.