



Job Title: Accounting Manager

Job Code: 40865

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; and
- Other duties as assigned.

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 experience in accounting

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location