

FINANCE MANAGER
SAU 70

Qualifications:

Associate's degree in accounting or business; five years' experience in accounting or bookkeeping; demonstrated supervisory experience or aptitude; demonstrated competence with computerized accounting systems, as well as proficiency with e-mail, Internet browser proficiency, Excel, Word, or similar.

Representative Types of Responsibilities:

1. Oversees accounting functions in the SAU office, ensuring that accounting is done in conformance with district policies and procedures and in accordance with generally accepted accounting procedures.
2. Controls all journal memos, including those prepared by others. Prepares computerized month-end trial balances, budget reports, year-to-date expense reports after entering all data and changes. Reviews monthly trial balances for reasonableness and accuracy; analyzes balance sheet accounts monthly; investigates and corrects errors.
3. Controls all federal fund ledgers, state fund ledgers, and grants. Prepares and submits all financial reports as required by law. Assists grant project managers in financial aspects of the grant writing, providing timely financial updates when needed.
4. Assists financial, federal, insurance and other auditors as required.
5. Assists in the preparation of annual budgets, assisting in the calculation of tuition rates, and completing relevant assigned tasks.
6. Prepares all year-end reports and documentation for financial auditors, and assists them in their annual audit, which means spending a major amount of time with them to save money for the districts.
7. Monitors records and files maintained by building-level accounting clerks.
8. Assists Assistant Superintendent for Business with special projects. Signs all Purchase Orders and Requests for Payment in his absence.
9. Reports on and monitors grants sent to the Vermont Agency of Education and NH DOE.
10. Other duties as may be assigned.

Reports to: Assistant Superintendent for Business

Supervises: Accounting Clerks

Physical Limitations of Job: May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

Category: Calendar Year, FLSA Exempt

Date Adopted: 6/30/11
Date of Last Review: 10/01/15