



## Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

### Job Description

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**POSITION:** Accounting Manager

- QUALIFICATIONS:**
- A. A Certified Public Accountant (CPA) certification is preferred.
  - B. A minimum formal educational background of a bachelor's degree from an accredited college or university with a major in accounting or finance is required.
  - C. A minimum of two (2) years of accounting experience in public, non-profit organizations is expected and experience with public educational systems is preferred. Familiarity with government fund accounting and current financial software programs is expected.
  - D. Appropriate and acceptable alternatives to these qualifications may be made by the Business Administrator.
  - E. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:** To assist the Business Administrator in enforcing and applying Board of Education policy, NJSA and NJAC provisions regarding the fiscal management of the school district.

**REPORTS TO:** School Business Administrator

**SUPERVISES:** Staff assigned to manage accounts payable, accounts receivable, payroll and benefits, budgeting functions and school bookkeeping.

**REQUIRED SKILLS:**

- Ability to operate spreadsheet, word processing, and presentation software.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to comprehend both oral and written instructions to carry out complex tasks.
- Ability to read and interpret documents, including New Jersey Department of Education



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reports.

- Ability to write complex reports and correspondence.
- Ability to speak effectively before staff and at public meetings.
- Ability to deal with problems involving several variables in standardized and non-standard situations.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Works with the Business Administrator in the development and implementation of the annual budget and budget calendar
- B. Assists building administrators in developing building based budgets and provides regular counsel on fiscal areas
- C. Assists the Human Resources department to develop the annual personnel budget
- D. Prepare and submit to NJDOE the annual school budget and the audited annual financial report in compliance with the State requirements
- E. Assists the Business Administrator with the preparation of multi-year projections of revenues and expenditures
- F. Directs all financial accounting for the district
- G. Accounts for all monies collected and expended by the district
- H. Reviews and supervises disbursement of district funds
- I. Reviews Business Office performance with respect to overall financial condition
- J. Prepare monthly financial reports for the Board and highlight any significant variances in revenues or expenditures
- K. Assists building administrators with financial reports and questions pertaining to the annual budget
- L. Prepares monthly bank and cash reconciliations for the District's accounts and approves the same for student activity funds
- M. Performs year-end rollovers for the District funds as well as the Student Activity Fund accounts
- N. Prepare the claim reports for all State and Federal grant programs
- O. Arrange and coordinate the preparation of the annual financial audit and internal audits as assigned, liaison with State agencies for audit related functions



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- P. Liaison with the various banking institutions, Haddonfield Borough, Camden County and other local government officials
- Q. Ensures the accurate and timely deposit of school district funds

### **OTHER DUTIES**

- Participate in local, regional, state and national professional/educational organizations to stay abreast of school finance and related issues
- Serves as a backup for Payroll

**TERMS OF EMPLOYMENT:** Twelve month position, Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**BENEFITS:** Benefits are available to full time employees per the negotiated contract.