



American Indian Model Schools

171 12th Street 3rd Floor
Oakland, CA 94607

DRAFT

JOB DESCRIPTION – FINANCIAL MANAGER

PRIMARY FUNCTIONS

Under the supervision of the Superintendent the Financial Manager is responsible for oversight and functionality of all Finance Office services.

ESSENTIAL DUTIES:

- Responsible for implementing and maintaining generally accepted accounting principles, practice and procedures in performing or reviewing accounting transactions.
- Assists staff in completing the financial accounting, payroll and bookkeeping functions of AIMS.
- Maintains and manages the chart of accounts and double entry accrual basis of accounting in accordance with the requirements of the State of California, OUSD and generally acceptable accounting principles
- Documents all general fund revenues and oversees the bookkeeping for school budgets and activities.
- Provides timely and accurate reports to appropriate administrators concerning the status of their budgetary accounts to prevent the over spending of any budgeted account.
- Coordinates the development of written procedures, guidelines, forms and other documents, as needed, to facilitate the financial functions of the AIMS.
- Coordinates, processes, and controls transfers of budgeted funds as requested and approved by authorized personnel, and in accordance with School Board policy.
- Prepares and maintains depreciation schedules, asset listing and capital lease schedules and reconciles with source documents to insure accuracy in conjunction with other staff.
- Monitors bank account activity on a daily basis and reconciles bank accounts.
- Monitors credit card activity on a daily basis, reconciles credit card statements and process ACH payment.
- Monitors accounts payable EFT and ACH payments and ensures timely and accurate payments.
- In conjunction with Operations, monitors Food Service accounting including recording of revenue, monthly invoices and reporting to the Finance Committee.
- Responsible for all state and federal grants, ensuring appropriate allocation and administration of funds; ensures that grant activity is in compliance with School Board policy and funding source regulations.

- Prepares management reports on a monthly basis, including current budget, year-to-date expenses, encumbrances and compliance.
- Assumes primary responsibility for the execution of the annual audit by independent auditors to fulfill local, state and federal audit requirements.
- Performs or assists in the performance of internal controls to ensure compliance with established accounting practices.
- Oversees and ensures the accuracy of all external reporting required of payroll and accounts payable.
- Supervises all Finance Office staff
- Performs additional tasks as assigned.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in financial management and forecasting.
- Proven ability in leadership and supervision.
- Knowledge of state and federal reporting requirements.
- Ability to read, analyze and interpret documents such as policies, operating practices, procedure manuals, and government regulations.
- Experience and proficient computer skills in accounting system software, word processing, spreadsheet, database program, google sheets required.
- Ability to communicate courteously, efficiently and effectively with a variety of individuals.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to work cooperatively and effectively with peers, subordinates, supervisors, and agencies.
- High accuracy and attention to detail; strong organizational skills; proven ability to work effectively without specific direction and with minimal supervision.

PHYSICAL REQUIREMENTS

- Must be able to move object weighing up to 25 pounds.
- Must be able to remain in a stationary position 95% of the time.
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, confer with departments, etc.
- Must be able to effectively and efficiently operate under stressful situations including multiple priorities and meeting deadlines.

QUALIFICATIONS

- Certified Public Accountant and BA Degree in Accounting or other related discipline.
- Minimum 4 years' experience in school administration or school business management (or equivalent training and experience from which comparable skills and knowledge are acquired).

This is an exempt position. The incumbent is not eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualifications.

Board Approved: _____