

UNITED COMMUNITY OPTIONS OF MIAMI

EMPLOYEE JOB DESCRIPTION

NAME: _____

DEPARTMENT: HIALEAH CENTRAL

POSITION: ACCOUNTING MANAGER (FEC & CS)

DATE EMPLOYED: _____

Duties & Responsibilities	
SPECIFIC DUTIES:	
1)	Supervises FEC and Charter School Senior, Staff and Junior Accountants.
2)	Reviews FEC and CS monthly financial statements completed by accounting staff before submission to CFO for approval. Assist staff in completion of statements as necessary to ensure timely submission.
3)	Responsible for the preparation of audit binders for FEC and CS with the assistance of accounting staff. Ensures audit binders are submitted to CFO in a timely manner.
4)	Responsible for ensuring all Charter School reporting is submitted accurately and in a timely manner.
5)	Responsible for ensuring Charter School accounting is in compliance with the Florida Department of Education Red Book manual (Red Book).
6)	Prepares FEC & CS financial statements to be presented to Board of Directors at bi-monthly Board Meetings.
7)	Assists External Auditors in FEC and CS financial audits.
8)	Responsible for the preparation of functional expense schedules for FEC and CS.
9)	Reviews Audited Financial Statement drafts and provides feedback to CFO and Auditors.
10)	Provides documentation requested by Tax Preparer for preparation of IRS Form 990.
11)	Prepares monthly and annual cash flow forecasts for FEC's and CS.
12)	Responsible for the preparation of FEC and CS annual budgets, with the assistance of accounting staff.
13)	Prepares budget spread for FEC's and CS and enters in Dynamics GP.
14)	Responsible for ensuring accounting staff reviews the budget spreads for correctness.
15)	Reviews and approves journal entries prepared by FEC and CS accounting staff.
16)	Prepares 1096's and 1099's for disbursement to vendors and to the IRS for all entities.
17)	Responsible for preparation of financial statements required by external sources (financial institutions, funders, etc.)
18)	Responsible for preparation of financial data for monitoring's.
19)	Assists CFO in developing and maintaining accounting policies and procedures.
20)	Assists CFO in developing efficiencies in accounting and billing departments.
21)	Ensures schedules of donations are maintained timely and accurately by accounting staff.
22)	Create new accounts and vendors, as needed.
23)	Monitor and analyze financial accounting data.
24)	Create financial reports based on data analysis.
25)	Make recommendations to CFO.
26)	Train and develop staff.

27)	Independently resolves issues as they arise.
28)	Performs duties with minimal supervision.
29)	Updates staff job descriptions as needed.
30)	Evaluates staff on an annual basis and performs progress reports annually.
31)	Maintains a supervisor's log.
32)	Meets deadlines.
33)	Attend monthly staff meetings.
34)	Meets regularly with staff to maintain an open line of communication.
35)	Keeps informed of any changes and reporting requirements.
36)	Maintains confidentiality.
37)	Attention to details and accuracy.
38)	Perform all other duties as assigned.

Rev. 7/2021

SPECIFIC DUTIES & RESPONSIBILITIES

Job Title: **FEC & CS ACCOUNTING MANAGER**

Reports to: CFO

Dept/Div.: DIV. 40 - ACCOUNTING

Administrative Salaried Exempt

VII. **QUALIFICATIONS:**(Education/Experience/Licenses/Personal Characteristics)

Professional Salaried Exempt

FEC & CHARTER SCHOOL ACCOUNTING MANAGER (POSITION)

1. Bachelor's degree in Accounting with 5 or more years of working experience as an Accountant.
2. Excellent mathematical and analytical skills.
3. Excellent knowledge of accounting rules and procedures including GAAP.
4. Knowledge of all aspects of Accounting thru preparation of financial statements.
5. Experience in year-end audit process and preparation of year-end workpapers and schedules.
6. Advanced knowledge and experience of Excel spreadsheets.
7. Working knowledge of Word, Outlook and Accounting systems. Knowledge of Dynamics GP ideal.
8. Ability to handle multiple projects simultaneously.
9. Maturity sufficient to overcome the stresses of the profession.
10. Detailed oriented with excellent communication (verbal and written), organizational & supervisory skills.
11. Strong time management and organizational skills.
12. Confidentiality.

JOB DESCRIPTION COMMITMENT:

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It should not be construed as a complete description of all the work requirements that may be inherent to the job.
- B. As an employee of United Cerebral Palsy, I understand that I am required to report to work (before, during and after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of United Cerebral Palsy, I am aware of and committed to a Drug Free Workplace.
- D. As an employee of United Cerebral Palsy, I am aware of the reasonable risk of exposure and of the probability of exposure to bloodborne pathogens relative to my specific job duties. I have been trained on the use, purpose and location of personal protective equipment (PPE) and may use additional PPE as I wish.
- E. As an employee of United Cerebral Palsy, I understand I am required to comply with all safety and health related policies.

SIGNATURES: Sign and Date at review meeting.

_____ Employee	_____ Date	_____ Supervisor	_____ Date
_____ CFO	_____ Date	_____ PRESIDENT/CEO	_____ Date