

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Accounting Manager

**DATE:** March 27, 2025

**DEPARTMENT:** Business Office

**REPORTS TO:** Assistant Business Manager

**LOCATION:** Administration Building

### **POSITION GOAL:**

Manage, supervise and/or perform district required duties in the following category areas: Cash Management and investments, debt service and capital funds, financial accounting and reporting, auditing, payroll and federal programs. Assist the Assistant Business Manager with establishing, modifying and implementing school district accounting policies and procedures, compiling, analyzing and reporting school district current and projected financial information, and providing technical expertise and support in budgetary accounting and fiscal management to administrators and other employees of the district.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Maintains district business operations administrative procedures and guidelines and recommends changes and improvements as needed.
2. Performs financial accounting and reporting as required by GAAP, GASB, Department of Education and/or any other applicable regulations.
3. Prepare interim financial reports summarizing current and projected financial information, across all school district funds.
4. Provides accounting and management services essential to the preparation, administration, supervision and control of the budget.
5. Assist with the cash management of the district funds, including preparation of a cash flow statement, placement of investments, and maintenance of investment records, and assist with approval of all district bank account reconciliations.
6. Assist with reconciling all capital project funds, including accounting for all school district bond issues, as well as maintaining payment/amortization schedules.
7. Assist with preparation of all school district local, state and federal audits. Including all information reports, grant reporting and preparation of Annual Financial Report.
8. Oversee the financial system of fixed assets and inventory control using a barcode system including accounting, acquisition and disposal of real property and surplus equipment in accordance with state and federal agencies and by the procedures/policies of the school district.
9. Oversee the annual inventory as well as the permanent transfer of equipment from one building to another and delete items verified as destroyed/disposed, sold or stolen and submit a surplus list as part of the Finance agenda for School Board approval.
10. Oversee the annual depreciation reporting and reconciliation of expenditures for inclusion in the annual financial statements.

11. Assist with creating and sending payroll ACH file to bank, as well as sending all required payroll reports to the respective state agencies including the quarterly unemployment compensation statement, Local Services Tax report and Earned Income Tax report.
12. Ensures appropriate record keeping for and coordinates submission of any necessary federal, state, or other governmental agency reports or filings including those required for reimbursement purposes.
13. Responsible for the supervising and administering of the automated time clock management system and coordinate bi-weekly department employee transmissions.
14. Assist with costing out of proposals during collective bargaining and contract negotiations as requested.
15. Regular attendance is an essential function of this position.
16. Maintain a procedures manual for this position and positions supervised, reviewing annually and submit any revisions to supervisor at time of evaluation.
17. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

#### **QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Bachelor's Degree in Accounting, Finance or Business Administration required.
2. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
3. Effective interpersonal skills with the ability to interface effectively with other administrators, teachers, parents, students, governing board members, support staff, colleagues, and outside professional contacts.
4. Ability to read, analyze and interpret business periodicals, professional journals, technical procedures or government regulations; and to write reports, business correspondence and procedure manuals.
5. Strong accounting skills, including the ability to apply advanced mathematical concepts and to utilize current technology to produce financial analyses and reports.
6. Strong working knowledge of Excel, competent with word processing, spreadsheet, database applications, internet navigation and email.
7. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances, pre-employment drug testing and physical with TB test.
8. While performing this job, the employee is required to:
  - a. Use hands to finger, handle or feel objects, tools or controls and to talk and hear;
  - b. Sit, stand, walk, and occasionally be required to stoop, kneel and crouch;
  - c. Have specific vision abilities to include close vision, color vision, and the ability to adjust focus;
  - d. Have the ability to lift and/or move up to 25 pounds; and
  - e. Possess effective judgment; communication, mathematical, planning and human relations skills, and will be required to work under periods of stress due to the level of position responsibility.

**TERMS OF EMPLOYMENT:**

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Agreement for Employment of Accounting Manager, dated June 27, 2024 and H.A.E.A. and/or the H.A.A.S.A. benefit packages.

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

The Hazleton Area School District is an equal  
opportunity employment, educational and service organization.