

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SCHOOL BOARD/BUSINESS OFFICE  
1332 Accounting Manager  
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### **REVISED**

**JOB TITLE:** ACCOUNTING MANAGER

**REPORTS TO:** School Business Administrator

**SUPERVISES:** Accounting Personnel

#### **NATURE AND SCOPE OF JOB:**

Under direction of the School Business Manager, serves as a working accounting manager providing technical direction, assistance and oversight and manages, directs and controls the fiscal and human resources of the district's overall accounting, payroll and accounts payable operations.

The Accounting Manager's prime responsibility is to ensure that all financial operations are conducted in compliance with state, governmental and tax code rules and requirements, with a "no recommendations" audit as the main objective. Toward this end, the Accounting Manager will direct, train, evaluate, reorganize and replace staff as necessary to structure internal controls, provide cross training and succession planning.

In addition, the Accounting Manager will serve the district in an advisory capacity on an ongoing basis, preparing financial analyses of selected activities for the guidance of management; preparing reports which outline the school district's financial position with regard to income, disbursement, and expenses based on past, present, and future activities; preparing budgets and/or financial reports; developing plans and forecasts as to future economic and financial needs, growth, and development; advising management on desirable operational adjustments due to changes or anticipated changes in financial status; arranging for the auditing of accounts; debt management including the preparation of sales and closings for bonds and bond anticipation notes.

The Accounting Manager will also oversee and ensure compliance with reporting and records retention requirements, will promote technical expertise and technological advancement in the district's fiscal operations, is responsible for assisting in developing and executing a comprehensive program of financial policies, procedures and controls that constitute an integral component of the organization's total management concept and practice.

#### **QUALIFICATIONS:**

The Accounting Manager shall:

1. Hold a Bachelor's Degree in Accounting and advanced training.
2. Certification as a Certified Public Accountant preferred (or in process).

# Job Description Paterson Board Of Education

**New Jersey. State Board of Education**



## **Job Description Paterson Board Of Education:**

*Annual Report of the Board of Education and the Superintendent of Public Instruction of New Jersey, with Accompanying Documents, for the School Year Ending ...* New Jersey. State Board of Education,1926      Resources in Education ,1988

Vocational Education Magazine ,1922      *Memorial Cyclopedia of New Jersey* Mary Depue Ogden,1915      **The National Cyclopaedia of American Biography** ,1909      *The National Cyclopædia of American Biography* ,1910

**Annual Report** New Jersey. State Board of Education,1925      School Life ,1941      *NACAE Annual Report* National Advisory Council on Adult Education (U.S.),1973      The Best 296 Business Schools, 2016 Princeton Review (Firm),2015-10  
Provides a detailed overview of the best business schools across North America including information on each school s academic program competitiveness financial aid admissions requirements and social scenes

This book delves into Job Description Paterson Board Of Education. Job Description Paterson Board Of Education is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Job Description Paterson Board Of Education, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Job Description Paterson Board Of Education
    - Chapter 2: Essential Elements of Job Description Paterson Board Of Education
    - Chapter 3: Job Description Paterson Board Of Education in Everyday Life
    - Chapter 4: Job Description Paterson Board Of Education in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of Job Description Paterson Board Of Education. The first chapter will explore what Job Description Paterson Board Of Education is, why Job Description Paterson Board Of Education is vital, and how to effectively learn about Job Description Paterson Board Of Education.
  3. In chapter 2, this book will delve into the foundational concepts of Job Description Paterson Board Of Education. This chapter will elucidate the essential principles that must be understood to grasp Job Description Paterson Board Of Education in its entirety.
  4. In chapter 3, the author will examine the practical applications of Job Description Paterson Board Of Education in daily life. This chapter will showcase real-world examples of how Job Description Paterson Board Of Education can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Job Description Paterson Board Of Education in specific contexts. This chapter will explore how Job Description Paterson Board Of Education is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, this book will draw a conclusion about Job Description Paterson Board Of Education. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Job Description Paterson Board Of Education.

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