Los Angeles Unified School District - Job Opportunity

Job Posting Title  
Accounting Manager (Accounting)

Reference code  
JP24-100-XA-1

Maximum Salary  
$167,348.00

Application Open Date  
04/19/2024

Application Close  
05/22/2024

Information about LAUSD

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

Project

An Accounting Manager directs the day-to-day activities of multiple specialized sections within the Accounting and Disbursements Division and is responsible for central accounting records and controls over financial transactions of the District.

Benefits

The salary for this job is up to $167,348.00. The starting salary for external candidates is based on their qualifications for the job.

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: 24 days each year.

Paid Holidays: 13 days...

Visit us at www.lausdjobs.org
Job Duties/Responsibilities

The following are some of the key duties an Accounting Manager typically performs:
- Plans and directs the activities of a large staff of professional, technical, and clerical employees engaged in the maintenance of a variety of accounting records and controls applicable to all financial transactions within two or more sections of the District.
- Directs and participates in the development and revision of procedures in order to meet requirements of law, provide services to management, improve efficiency in section activities, and coordinates section activities with those of other sections, branches, and divisions.
- Reviews new rules and regulations against existing internal accounting and administrative controls, makes recommendations for necessary revisions, and assists in managing the deployment of business process changes.
- Consults with and advises District administrators and personnel of other Accounting and Disbursements Division offices of the requirements of the law and the accounting system and on the services and procedures of the General Accounting Sections.
- Consults with representatives of other governmental agencies including contract auditors in regards to the accounting system and specific transactions.
- Directs and reviews the preparation of periodic and special financial statements, reports, bulletins, projections, and recommendations, on which important administrative decisions are based.
- Directs and reviews the study of new and revised laws, rules, and programs affecting the central accounting system and records and installs or recommends changes as appropriate.
- Establishes accounting systems and procedures as necessary to provide financial information in the manner appropriate to administrative requirements and consistent with law, accounting principles, and prudent financial management.
- May act for a Director during absences or as assigned.

**To view the complete class description, visit us at www.lausdjobs.org

Note: This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Minimum Requirements

Education:
Graduation from a recognized college or university with a bachelor’s degree in accounting, business administration, auditing, finance, or a related field, including or supplemented by the completion of courses that
provided at least 20 semester units or equivalent in accounting including at least one course in auditing or governmental accounting. A bachelor’s degree in accounting is highly preferable.

Experience:
Five years of professional-level experience in accounting or governmental field-auditing work, including three years of governmental accounting or governmental field auditing experience and supervision of professional accounting personnel.

Special: Certification as a Certified Public Accountant (CPA) is preferable.

SPECIAL NOTES
1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District’s Conflict of Interest Code.

NOTE: Professional-level work experience is defined as the principal duties performed typically require the exercise of analytical ability and judgment; are predominantly intellectual; are varied in character; and the output cannot be standardized.
Supervision is defined as scheduling, assigning, and evaluating the work of one or more subordinates, and responsibility for the work performed by the subordinates; approving vacation and/or ill time requests; including the initiating of staffing changes, and conducting and/or administering the progressive discipline processes.

To verify the education requirement, an original diploma OR a set of official transcripts in a sealed envelope, must be presented at the time of the interview.

Candidates who have completed college or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations visit: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

Desirable Qualifications

The ideal candidate will possess a comprehensive understanding of accounting practices and procedures and experience in governmental accounting and/or auditing governmental agencies to lead a complex financial operation and provide direction in the development of accounting controls for the District.
He/she will be a problem-solver and takes initiative to identify and
evaluate operational accounting processes and procedures, making recommendations for improvements, and managing the deployment of business process changes. Additionally, he/she can maintain focus on achieving the main goals and objectives of the Accounting and Disbursements Division, despite unexpected shifts in priorities and deadlines.

The ideal candidate is a leader and has the expertise to provide day-to-day direction and technical support to a large team consisting of head accountants, accounting professionals and clerical staff. She/he will be responsible for ensuring that clear, challenging and attainable project goals are met, by ensuring adequate resources, and that necessary technical skill sets exists among staff.

Additionally, the ideal candidate is a relationship builder who can demonstrate the ability to interface with a wide variety of stakeholders such as executive, senior, and school staff on accounting matters. He/she will be able to maintain their composure and professionalism to thrive in a “high-demand” complex work environment.

The ideal candidate has strong decision-making skills and not only can identify issues but present pragmatic solutions. He/she will possess a strategic mindset to plan for the future given the ever-changing landscape of the District operation.

He/she must have strong communication skills (both written and oral) with the ability to present accounting and financial concepts and procedures to staff and other stakeholders, and is skillful at managing one’s own time, priorities and resources.

Lastly, the ideal candidate will demonstrate commitment to the profession by possessing a Certified Public Accountant license.

### Employment Selection Process

The selection process may consist of one or more of the following: a Training and Experience Evaluation (T&E), a Written Test, Technical Project, and/or a Technical Interview.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren’t accidentally placed into your spam/junk e-mail folder.

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule.

For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at [http://www.lausdjobs.org](http://www.lausdjobs.org).

### Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE
APPLICATION?

Please visit www.lausdjobs.org and click on "help desk service request form" located to the left of the Quick Links.

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

Visit us at www.lausdjobs.org
Follow us on:

https://www.instagram.com/lausdjobs/
https://twitter.com/LAUSDjobs
https://www.facebook.com/lausdjobs
https://www.linkedin.com/groups/1997274/