

## Openings as of 10/7/2024

### ***FINANCE MANAGER (FISCAL MANAGER) - FACILITIES***

JobID: 2092

**Position Type:**

DISTRICT LEADERSHIP/MANAGER

[Email To A Friend](#)

[Print Version](#)

**Date Posted:**

10/4/2024

**Location:**

Operations: Facilities

#### **POSITION SUMMARY**

The Manager (Financial Business Operations) is responsible for scheduling monthly meetings with Project Managers to review Budgets. Attends and participates in related Finance Department meetings and/or training. Provides leadership, supervision, and direction to assigned team. Provides management with financial information by researching and analyzing accounts. Prepares consolidated internal and external financial statements by gathering and analyzing information from the Lawson system and/or respective departments. Responsible for providing monthly reports including, but not limited to; expenditure, financial, budget, etc. reports for Capital Projects and General Fund Budgets. Enacts procedures to ensure accurate fund availability information and timely processing of payments. Reviews all Board Action items for required funding, account assignments, and for accuracy. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Evaluates accounting systems and practices ensuring compliance with appropriate procedures and standards. Establish or modify processes and procedures to ensure efficient business practices and to maintain a successful auditable trail of all transactions. Ensure compliance with SAS 112, GASB 34. Maybe involved with payroll reporting and accounting.

#### **ESSENTIAL DUTIES**

- Responsible for day-to-day management of financial operations, including, but not limited to, proper allocation of resources ensuring the use of financial and purchasing regulations and controls, identifying opportunities to ensure service delivery, and supporting the districts and department strategic plan, etc.
- Plans, coordinates, and maintains the use of effective technical and non-technical methodologies to ensure efficient workflows.
- Ensures the optimal use of the Lawson system or any applicable enterprise system, including new versions, enhancements and maintenance updates.
- Reports and recommends accounting system refinements to policies and procedures for the best approach at servicing internal and external departments and customers.
- Reviews and approves financial systems processing and coordinate resolution of system issues and problems encountered by functional areas.
- Prepares, reviews and interprets data for inclusion in financial reports.
- Ensures the development of timely reporting documents posting projections, as well as, reports reflecting budget versus expenditure, encumbrances, commitments, and anticipated costs.

- Assists functional areas in developing and preparing a variety of internal analytical reports.
- Performs primary activities to support annual budget development, preparation, evaluation, and submission including planning, information, and working session.
- Manages internal accounting staff to successfully complete projects and activities related to new process development, functional software quality assurance, financial data analysis and internal reporting.
- Coordinates with Contracts, Warehouse, and Management staff to ensure timely processing of requisitions, establishment of POs, delivery of services and supplies, accounting of all existing and pending charges, and proper payment and/or vendor notification.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent communication and interpersonal skills.
- Possesses strong leadership traits with the ability to lead people and provide direction.
- Takes initiative, detailed oriented, and is highly organized.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION:**

- Bachelor's degree in Accounting, Business Administration, Finance or related field required.

#### **CERTIFICATION/LICENSE:**

- N/A

#### **WORK EXPERIENCE:**

- 5 years of accounting and finance experience.

### **COMPENSATION**

Salary Grade: 133

Salary Range: **FY'24-25 APS Salary Schedule (All Positions)**

Work Year: Annual

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

**The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.**

**Vision: Ability to read small print and view a computer screen for prolonged periods.**

**Requires good near or distant vision. Requires distinguishing colors and/or depth perception to judge distances.**

**Hearing: Ability to tolerate exposure to noisy conditions**

**Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.**

**Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and**

upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, gripping, feeling, seeing/observing and carrying. Must exert over 100 pounds of force occasionally, over 50 pounds of force frequently, and/or over 20 pounds of force constantly to move objects.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; Regular exposure to weather, including heat, cold, dampness, and/or humidity.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

**Additional Work Conditions & Physical Abilities:** Will require travel to multiple sites. Extended hours may be required depending on each situation. Must understand and have full knowledge of the occupational hazards in using power tools and equipment and of necessary safety precautions. Requires extensive safety training and/or protective devices.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.