



JOB DESCRIPTION: SENIOR ACCOUNTING MANAGER

DEPARTMENT:	Financial Services	REPORTS TO:	Executive Director, Financial & Treasury Services
JOB CLASS:	Senior Accounting Manager	PAY GRADE:	20
EXEMPT STATUS:	Exempt	DATE:	4/10/2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Senior Accounting Manager supervises and mentors a team of professional staff to accomplish day-to-day operations necessary to ensure accurate financial reporting for all funds. The Senior Accounting Manager is responsible for the timely and accurate processing of properly authorized transactions and assists the Executive Director, Financial & Treasury Services in reporting the financial activities of Florida Virtual School (FLVS) and *The Foundation for FLVS*.

ESSENTIAL POSITION FUNCTIONS:

- Direct supervision of staff responsible for accounting operations including: outgoing payments to suppliers, compliance with 1099 regulations, maintenance of supplier and customer database, posting accounts receivable and cash receipts, credit card processing and refunds, remote deposits, routine journal entries and general data entry into the accounting system
- Review outgoing accounts payable checks, p-card payments, e-payables and wire payments for compliance with procedures such as: invoice approvals, purchase orders, timeliness of payments, check amount, overall G/L coding accuracy and appropriate document archival
- Oversee the centralized billing process for Florida Services revenue (Franchises, Elementary, Blended Learning Community, Virtual Learning Labs, and Virtual Instruction Program).
- Oversee and manage collections of past due accounts and review and submit delinquent accounts to the FLVS legal department or to the external collections agency in accordance with FLVS policy
- Review and approve monthly bank reconciliations for all bank accounts including: FLVS operational bank accounts, EPARS and SBA investment accounts, and *The Foundation for FLVS* bank account
- Maintain the fraud control banking database to ensure FLVS is protected against ACH related fraud
- Maintain transactional accounting system and prepares monthly financial reports for *The Foundation for FLVS*, including overseeing staff responsible for Foundation's accounts payable, accounts receivable and cash management
- Responsible for the integrity of the general ledger, approves transactions, performs numerous high level account reconciliations and prepares complex spreadsheets to achieve month and year-end close
- Ensures the timely submittal of reports required by the Department of Education

- relating to finance and accounting
- Assist the Executive Director, Financial & Treasury Services as the liaison to outside auditors for FLVS and *The Foundation for FLVS* throughout the duration of the audits to ensure all information necessary to conduct the required annual audits are provided on time
- Make recommendations to the Executive Director, Financial & Treasury Services on financial accounting matters and communicates critical issues that the Chief Financial Officer, CEO, and Board of Trustees should be aware
- Coordinate with Enterprise Project Management Office (EPMO) and Information Technology (IT) personnel in areas which affect accounting functions such as data processing, data & document storage and accounting system technical concerns
- Analyze financial systems for correct functionality, serves on the Workday Steering Committee, advises consultants and staff concerning changes and improvements in the financial systems, and oversees semi-annual testing cycles for routine software upgrades
- Direct the development and maintenance of standard operating procedures (SOP's) and provides input as to the establishment of processes, system needs and personnel cross training
- Responsible for annual reporting to the State of Florida for unclaimed property (stale checks) and sales & use tax forms for various other states
- Work closely with FLVS departments and *The Foundation for FLVS* to meet the financial analysis and reporting needs
- Perform analytical procedures to verify the accuracy and completeness of financial data
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree in accounting
- ~~Master's degree in accounting~~ or CPA, preferred

Experience:

- **Five** years governmental or private sector accounting experience
- Experience with Workday enterprise-level software, preferred
- Florida Public School District governmental accounting experience, preferred

Knowledge, abilities and skills:

- Knowledge of governmental accounting, budgeting, auditing, and financial reporting
- Ability to interpret and communicate Federal regulations, Florida Statutes, Florida Board of Education Rules, and Department of Education technical/budget bulletins

- Ability to analyze information and formulate solutions for implementing a financial accounting software system
- Strong Microsoft Excel skills
- Strong interpersonal and organizational skills
- Ability to review, classify, prioritize, and analyze problematic situations
- Ability to employ innovative problem solving techniques to accomplish objectives
- Ability to work with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

MANAGER COMPETENCIES FOR SUCCESS:

<p>COMMAND SKILLS</p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p>CONFLICT MANAGEMENT</p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p>LISTENING</p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p>MANAGING DIVERSITY</p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p>DEVELOPING OTHERS</p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares</i></p>	<p>TIMELY, QUALITY DECISION MAKING</p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and</i></p>

<i>information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i>	<i>pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i>
<p style="text-align: center;">PROCESS MANAGEMENT</p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p style="text-align: center;">TEAM BUILDING</p> <p><i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i></p>
<p style="text-align: center;">MANAGING & MEASURING WORK</p> <p><i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i></p>	<p style="text-align: center;">COMFORT AROUND HIGHER MANAGEMENT</p> <p><i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i></p>
<p style="text-align: center;">MANAGERIAL COURAGE</p> <p><i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Frequent travel is required for meetings, trainings, and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.