

**VON BRAUN CENTER  
POSITION CLASS SPECIFICATION**

CLASS TITLE: Accounting Manager

EXEMPTION: EXEMPT

**NATURE OF WORK:**

This is managerial and professional accounting work in the maintenance and review of fiscal records. Work involves performing, planning and directing the work of the accounting and the supervision of the accounting staff. Work performed in accordance with established accounting regulations, procedures, and forms with independent judgement exercised in accounting work. Work is performed according to generally accepted accounting principles, under the supervision of the Director of Finance and is checked for accuracy and conformance with departmental policy.

**ESSENTIAL FUNCTIONS OF WORK:**

Maintains VBC general ledger; prepares monthly financial statements; prepares and maintains records of all of sales and utility taxes; assists in implementing accounting procedures.

Plans, assigns, and reviews the work of the accounting staff; performs internal audit assignments including checking accuracy of entries; preparing customer invoices, recording customer payments, examining accounting documents such as invoices, cash receipts, and disbursement vouchers; reviews requests for payments and assures availability of funds.

Verifies that transactions are properly supported in accordance with established laws and regulations; help design and monitor accounting systems, including internal controls.

Adjusting journal entries; depositing customer payments; preparing routine and event invoices as required; reconciles bank statements; maintains appropriate records and files for yearend audit.

Reports to the Director of Finance.

Operates a personal computer with Microsoft Excel spreadsheet and database applications.

**MARGINAL FUNCTION OF WORK:**

Perforating and filing completed bid packages.

Serves as department inventory control accountant; maintains accounts of all VBC owned equipment; prepares and submits reports to external auditors of year-end figures of fixed assets.

Processes and distributes financial, accounting and monthly profit & loss reports.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of accounting principles and procedures.

Knowledge of general accounting, purchasing, sales tax and related systems and procedures.

Knowledge of automated accounting systems. (Sage 50)

Skill in the operation of a ten key calculator and personal computer.

Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Ability to generate and interpret financial reports.

Ability to learn and accurately apply the VBC's accounting and fiscal policies and procedures.

Ability to communicate effectively with outside organizations and the general public for the purpose of giving and receiving information.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED:**

Bachelor's Degree from a college or university with major course work in accounting; experience with the maintenance and review of fiscal records at a technical level; with 3+ years of experience demonstrating a thorough professional level of accounting or fiscal experience, skills, and abilities. 1-2 years as a team lead or supervisory experience.

**WORKING ENVIROMENT:**

Work primarily performed in an office setting.

**PHYICAL DEMANDS:**

Work is essentially sedentary, with occasional lifting and carrying of light (up to 15 pounds) items. Computer work requires manual dexterity.