



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Accounting Operations Manager
Department:	Finance
Reports To:	Director of Accounting

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Accounting Manager is responsible for all areas relating to Financial Services operations. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements and month-end close. The Accounting Manager supervises the Accounting Staff, and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, month-end and year-end closing process, journal entries, various cash and accounts reconciliations, year-end audit preparation and the support of budget and forecast activities. The Accounting Manager will interact with other business and academic officers which requires strong interpersonal communication skills both written and verbal.

Duties and Responsibilities:

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Review and ensure all cash and account reconciliations are accurately performed in a timely manner.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Collaborates with the other finance department managers to support overall department goals and objectives and resolve related outstanding reconciling items
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintain a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions
- Assist the university community with information and queries regarding financial transactions.
- Supervise the general ledger group to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to a new and existing staff as necessary.
- Perform detailed analytical balance sheet reviews that identify risk and opportunity in the financial statements; prepare, review and record journal entries.

- Ensure that all travel related expenses are processed in an accurate and timely manner.
- Responsible for all general ledger accounts integrity and assists with questions raised by budget managers, as applicable.
- Responsible for enforcing and implementing policy and internal controls to minimize the financial risk and exposure of the department.
- Responsible for working with direct reports to establish and maintain department standard operating procedures records for all department tasks.
- Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
- Accomplishes accounting human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, training, counseling and disciplining employees; communicating job expectations; planning appraising and reviewing job contributions.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Work with each direct report to establish goals and objectives and monitor progress to ensure overall departmental objectives are met.

Knowledge, Skills and abilities:

- Strong accounting and financial reporting competency.
- Must be PC proficient and able to thrive in a fast –pace setting. Experience with QuickBooks or other ERPs a plus. Must have strong experience with Microsoft Office Suite applications.
- Strong verbal and written communication skills.
- Ability to multi-task, work under pressure and meet deadlines required.
- Understanding of policy, planning, and strategy.
- Ability to develop, implement and review policies and procedures.
- Ability to oversee budgeting, reporting, planning, and auditing.
- Understanding of necessary legal and regulatory documents.
- Ability to address problems and opportunities for the company.
- Ability to build alliances and partnerships with other business partners.

Minimum Hiring Standards:

Education	BA/BS in Business with an emphasis in Accounting, Masters or CPA preferred.
Years of Experience Required	Five years+ of public, non-profit or private industry accounting experience, management level experience preferred. Excellent knowledge of generally accepted accounting principles is essential.
Years of Management/Supervisor Experience	Two years prior supervisory/Senior associate level experience in the financial reporting/general ledger area is preferred.

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer