

ACCOUNTING MANAGER

REPORTS TO

Controller

TYPE

Salary/ Contract

JOB SUMMARY

Plans and performs activities related to the coordination of activities with servicers, guarantors, disbursing agents and other third parties that the organization receives financial information from by performing the following duties, personally or through subordinates.

PRIMARY RESPONSIBILITIES

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, and accounting.
- Supervises in the preparation of various financial statements and reports.
- Completes detailed reviews of financial statements prior to Controller's top-level review.
- Performs the installation and maintenance of accounting records to show receipts and expenditures.
- Performs the maintenance of general and subsidiary ledgers.
- Performs and participates in cost analyses and rate studies.
- Prepares statements and reports of estimated future costs and revenues.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Prepares external audit materials and external financial reporting.
- Establishes procedures to transmit information with parties involved in the origination, disbursement and servicing of student loans.
- Interacts with third parties related to reconciling items related to student loans
- Participates in the installation and maintenance of procedures and systems to automate financial operations.

Supervisory Responsibilities: Directly supervises employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SKILLS/ABILITIES

- Analytical - Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.
- Project Management - Coordinates projects; Communicates changes and progress.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Customer Service - Responds promptly to customer needs; Responds to

- requests for service and assistance; Meets commitments.
- Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.
 - Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.
 - Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.
 - Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
 - Business Acumen - Understands business implications of decisions; Displays orientation to profitability.
 - Cost Consciousness - Develops and implements cost saving measures; Conserves organizational resources.
 - Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
 - Ethics - Treats people with respect; Works with integrity and ethically.
 - Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
 - Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
 - Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
 - Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
 - Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
 - Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.
 - Quantity - Completes work in timely manner; Strives to increase productivity.
 - Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.
 - Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
 - Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
 - Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
 - Initiative - Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
 - Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness.

EXPERIENCE/KNOWLEDGE

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Accounting degree (BSBA) required, and/ or eight to ten years related experience and/or training; or equivalent combination of education and experience. MBA or CPA preferred.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Ability to write routine reports and correspondence.
 - Ability to speak effectively before groups of customers or employees of organization.
 - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - Knowledge of Accounting software; Internet software; Spreadsheet software and Word Processing software. Knowledge of Microsoft Office Products, i.e. Word, EXCEL. Great Plains general ledger and FRX reporting software experience a plus.
 - Attention to detail and ability to multi-task.
 - High integrity with compliance related issues.
 - Thorough knowledge of general accounting including thorough skills knowledge plus the application of general accounting theory.
 - Student loan industry experience preferred
-

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