



For the future of every student

CLASSIFICATION TITLE: ACCOUNTING SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director, Budget & Finance, organize, direct and perform a variety of professional accounting duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts; prepare, maintain and audit a variety of financial and statistical data, records, reports and statements; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds and accounts; assure assigned accounting, budget and finance activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Assist the Director of Budget & Finance with coordination of personnel, financial record-keeping and reporting, payroll services and analysis to meet District needs and assure smooth and efficient fiscal activities; assist in directing the day-to-day activities of the Department; assist in establishing and maintaining Department time lines and priorities; assist in developing and implementing accounting programs, projects, plans, goals and objectives.

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, programs, grants, cash flow, position control and other assigned duties; review, audit and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; analyze financial system to assure accurate calculation of adjustments for payroll, accounts payable and receivable, budget, personnel, purchasing and fixed assets; maintain and update account charts.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

May be assigned to supervise accounts receivable functions including the receipt, verification and processing of incoming monies and deposits; coordinate and direct accounts payable functions including the processing of invoices and distribution of payments; review, analyze and authorize invoices for payment; audit and reconcile payee and payment amount with District records to assure accuracy.

May be assigned to monitor the District's hiring of personnel for certificated and classified vacancies; review, analyze and verify proper authorization and available funding for position vacancy requests; reconcile computerized personnel data with approved staffing charts for individual sites and departments; identify and correct discrepancies; analyze staffing budget and assure accuracy and proper Board approval; assure personnel salary schedules are properly updated in response to salary step adjustments; modify and update salary schedules in response to negotiation agreements and implement salary

changes.

Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate, balance and reconcile various accounts, funds and budgets; update accounts to reflect and assure accurate accounting of income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments.

Coordinate and provide support in year-end closing functions; review and evaluate open encumbrances and set up necessary liabilities; analyze, prepare and set up payable and receivables for categorical programs; review, evaluate, process and adjust accruals; analyze inventory and adjust to actual; review and process fixed asset depreciation.

Provide administrative support in the review, preparation and development of assigned budgets; prepare revenue, expenditure and cash flow forecasts and projections to assist with budget preparation; analyze costs and provide recommendations concerning budgetary allocations, limits and expenditures; compare budgets with actuals and recommend adjustments as needed.

Assist the Director of Budget & Finance in the preparation of the District's budget and interim reporting throughout the year; review, analyze and provide technical assistance in the preparation and development of various District budgets; assist with assuring proper allocations, fund disbursement and fiscal solvency; provide input concerning projected annual income, expenditures and balances to determine budget requirements; provide input and analyze budgetary allocations; review and analyze enrollment projections in the development of staffing allocations.

Research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; compare and reconcile ledgers, balances, statements, records, documents and reports to identify errors and discrepancies; research, investigate and resolve financial issues, errors and discrepancies.

Provide consultation to administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, transactions, issues, needs, records, reports, requirements, laws, codes, regulations, policies and procedures.

Input and update a variety of financial, statistical and budgetary data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports, statements and documents; assure accuracy of input and output data.

Assist in the coordination of the year-end audit as directed; provide technical assistance and fiscal information to outside auditors as requested

Communicate with administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Develop and update fiscal procedures for various accounting-related functions; prepare and distribute various analyses

Attend and participate in various meetings as assigned; present financial data, information and recommendations as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds and accounts including accounts payable, accounts receivable, Child Nutrition, position control and staffing, salary schedule development and implementation.

Methods, procedures and terminology used in professional accounting work.

Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Policies and objectives of assigned programs and activities.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a school district.

Budgeting practices regarding monitoring and control.

Financial analysis and projection techniques.

Research and statistical evaluation techniques.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Supervise and perform a variety of professional accounting and finance duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts.

Prepare and analyze comprehensive financial statements, accounting reports, and statistical records.

Maintain accurate financial and statistical records.

Train, supervise and evaluate the performance of assigned personnel.

Review, analyze and verify proper authorization and available funding for position vacancy requests.

Modify and assure proper implementation of salary schedules in response to negotiation agreements.

Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.

Review, reconcile, audit and analyze financial data, statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries including income and expenditures.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Evaluate financial and budgetary data and prepare forecasts and recommendations.

Identify, research, investigate and resolve financial issues, errors and discrepancies

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in accounting or related field and two years professional accounting experience performing varied supervisory, financial analysis, auditing, budget development, record-keeping and report preparation duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: 09/19/2007
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