

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Accounting Supervisor

DEPARTMENT/DIVISION: Financial Services

POSITION SUMMARY: Under the direction of the Director of Financial Services, the Accounting Supervisor assists in the administration of all district, county, state, and federal accounting functions; supervises support staff; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Under the direction of the Director of Financial Services, supervises and assists in the preparation and maintenance of district, state, county, and federal accounting records, reports, and files.
2. Acts as liaison with consultants, auditors, staff, County Office of Education, and State Department of Education.
3. Maintains up to date financial statements, monitors cash flow, and verifies revenue and expenditures.
4. Supervises and/or assists in the processing and balancing of the monthly and annual accounting reports, including payroll, purchase orders, accounts payable, and accounts receivable.
5. Reviews calculations and assignment of appropriate expenditure and account codes and makes final adjustments for issuance of warrants.
6. Communicates with vendors regarding various aspects of account reconciliation.
7. Assists and trains school site personnel in accounting procedures and classification of expenditures.
8. Maintains accounting records for budgeting purposes.
9. Prepares difficult and complex reports.
10. Prepares the First, Second and Annual Reports of Attendance.
11. Provides District oversight and training for school site Associated Student Body Funds.
12. Proofs, verifies, and submits district, county, state, and federal reports as required.
13. Prepares resolutions, agenda items and documentation required for board action.
14. Assists in the selection, orientation, supervision and evaluation of subordinate personnel.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent, and a minimum of two years of successful experience in education finance, business school or equivalent is required. An Associate Degree in Accounting, Business, or related field is desired. Possession of an appropriate and valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Possess knowledge of basic operations, policies, rules and regulations of the District.
2. Possess an in-depth knowledge of accounting practices and procedures in compliance with the *California School Accounting Manual*.
3. Analyze complex financial and statistical data and prepare accurate records and reports.

4. Perform accounting duties requiring independent judgment and initiative in a timely manner in order to meet deadlines.
5. Supervise the work of others.
6. Take responsibility and use good judgment in recognizing scope of authority.
7. Communicate clearly and concisely both orally and in written form, and compose correspondence independently.
8. Possess knowledge of modern office practices and procedures.
9. Establish and maintain cooperative working relationship with district, site and county personnel, business and vendor representatives and others contacted in the course of work.
10. Analyze situations accurately and adopt an effective course of action.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public. Employees in this position may be required to travel to District school sites.

SALARY: LMH, Range 17

DAYS OF SERVICE: 230

ADOPTED: Elem. Board 07/10/90
High School Board 07/24/90

REVISED: TUSD Board 8/12/08