

**ALAMEDA UNIFIED SCHOOL DISTRICT**  
Alameda, California

**JOB DESCRIPTION**

TITLE OF POSITION

Accounting Supervisor

QUALIFICATIONS

Graduation from college with a major in accounting, business or public administration.

At least four years of increasingly responsible professional experience in school finance or governmental accounting and fiscal management procedures.

A knowledge of principles and practices of budget preparation, monitoring and control in a school system; principles and practices of school finance.

REPORTS TO

Director of Fiscal Services of the District.

SUPERVISES

All Classified staff assigned to the operation.

JOB GOAL

Under general direction of the Director of Fiscal Services, does specialized and complex professional budgetary work involving access to information concerning employer/employee relations, to develop new and to improve existing procedures; to perform complex financial and statistical analyses; to monitor and take appropriate action to correct any fiscal accountability; to provide inservices; and to do related as required.

PERFORMANCE RESPONSIBILITIES

Supervises and evaluates Accounting Assistants and Technicians.

Completes assigned responsibilities in the planning, preparation, coordination, implementation, and control of the District's budget.

Reports on anticipated or possible deficits, surpluses and general financial condition of the District.

Monitors financial performance to plan.

Initiates and recommends budget adjustments and amendments.

Analyzes and improves procedures for budget development and control.

Assists in the modification to financial management information systems.

Makes financial presentations and interprets budget activities to schools and public officials and interested individuals.

Serves as a member of/or resource person to the District collective bargaining teams as required.

Responsible for overall coordination of position control.

Evaluates expenditures for conformance with the State Accounting Manual.

Verifies account numbers in accordance with State requirements for accuracy and sufficient funding.

Monitors monthly income and expenditure reports for accuracy and control.

Computes and requests transfers between funds and other charges.

Maintains appropriate records and journals.

Performs other duties as required.

#### TERMS OF EMPLOYMENT

225 days

#### EVALUATION

By Director of Fiscal Services