

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: BUSINESS SERVICES SUPERVISOR

SUMMARY:

Under the direction of the Executive Director, Business Services, supervises the payroll, accounting, purchasing and warehouse operation of the district. Coordinates accounting functions of the Student Body and Food Service. Has responsibility for data processing operations affecting the accounting and payroll functions of the district. Participates in the formulation of district policy as a member of the Management Team; performs related duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Plans, organizes and schedules activities of the central accounting office, payroll, purchasing, and warehouse.

Supervises and trains accounting, payroll and warehouse personnel in all areas of their work including: accounts payable, accounts receivable, warehouse inventories, printing, transportation and warehouse charge-outs, income distribution, revolving cash fund and food service, special education and specially funded program accounting. Maintains general ledgers and equipment inventory record.

Supervises all district data processing operations related to accounting, budget, food service, warehouse and special education.

Assists with the preparation of fiscal reports for the District.

Develops procedures and schedules related to the Accounting, Payroll, Purchasing and Warehouse Departments; recommends changes in policy or practices based on changing laws or regulations.

Assists other district employees with accounting, financial, or managerial problems relating to the reconciliation of computer budget documents or in-house records. Has responsibility for the deposit of cash receipts, maintenance of stores inventory records and the preparation of reports using district accounting and financial information.

Makes decisions regarding proper budget coding, department accounting policies and procedures, legality of expenditures, priority and assignment of work, payroll problems, and advise in purchasing and warehouse related matters as required.

Responds to inquiries regarding payroll status and computation of benefit deductions and related compensation matters.

Assist with Board resolutions to increase income or to transfer monies in the district budget from contingency funds, to cover wage and benefit increases, to establish new programs and to keep school budgets in compliance with ADA monetary constraints.

Keeps current on changes in legislation affecting accounting procedures and changes in the California School Accounting Manual.

Assists in compiling and reporting data for the district budget.

Reviews financial data on an ongoing basis to ensure accuracy and timelines of financial reports.

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Assists in the review of financial data.

Supervises the reconciliation of federal, state and county records with district accounting records of income and expenditures.

Prepares various complex statistical, financial and accounting reports, including Mandated Cost Claims, for district, state, and federal governments.

Assures that computer input of accounting data contains information regarding distribution of direct and indirect costs to schools, departments and special programs.

Audits warrants before sending to the county, and later supervises their distribution.

Provides information to auditors during annual audit of district financial records.

Attends Board of Trustees meetings as required.

Provide training and presentations of related information to staff and other district personnel.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the Executive Director, Business Services.

(2) Directly supervises, directs and evaluates about 12 employees in the classifications of Account Clerk, Intermediate Account Clerk, Accounting Specialist, Payroll Technician, Buyer, Warehouse Manager and Stock Clerk/ Delivery Worker.

Internal Contacts: Continuing contact with Business Services staff. Frequent contact with schools, district office administrators, principals, school personnel, district office personnel at all levels.

External Contacts: State Department of Education, Orange County Department of Education, other local school districts and agencies and vendors.

KNOWLEDGE AND ABILITIES:

Advanced knowledge of accounting principles and concepts. Education Code requirements as applied to receipts and disbursements. Ability to supervise people; knowledge of applied accounting practices; knowledge of data processing, business and budgeting programs; knowledge of purchasing and inventory methods and procedures.

Ability to:

Plan, organize and direct the accounting program of a school district to meet requirements of law, quality standards and rigid deadlines.

Interpersonal skills using tact, patience and courtesy.

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Speak publicly about complex issues, refer to charts, graphs, etc., typical of professional presentation.

Prepare clear and concise financial reports.

Reads, interpret and administer statutes, policy and regulations regarding school district accounting, budgeting and financial transactions.

Analyze problems, develop sound problem-solving models and arrive at appropriate solutions to problems.

Instruct, train and supervise personnel in financial record-keeping operations.

Proficiently use a PC, appropriate software and calculator.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with persons contacted in the course of work.

Train, supervise and evaluate assigned personnel.

Accept and carry out responsibility for direction, control and planning.

COMPLEXITY:

Problem solving which involves in-depth accounting knowledge and skills. Provide answers to questions involving research and analysis. Work with diversity of functions including purchasing, payroll, warehousing, food service, student body and special education.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is sometimes required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 10 pounds and occasionally frequently lift and/or move objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, as well as a dependable mode of personal motorized transportation.

EDUCATION AND EXPERIENCE:

Minimum education and experience. Any combination equivalent to:

Bachelor's Degree from an accredited college or university with a major in accounting, business administration, or a related field, plus three years extensive work experience in financial recordkeeping at a responsible level preferably in a public school district. Supervisory experience required.

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WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY:	Classified Personnel Department	DATE:	August, 2004
APPROVED BY:	Board of Trustees	DATE:	August, 2005
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