

# LYON COUNTY SCHOOL DISTRICT

## Accounting Supervisor

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**Job Group:** Finance

**Classification:** Supervisor

**Terms of Employment:** Pay Grade Supervisor Salary Structure (12 month, 8 hours/day) **FLSA**

**Status:** EXEMPT

**POSITION SUMMARY:** Works directly under and is evaluated by the Fiscal Services Officer and is responsible for overseeing payroll and specialized financial duties to organize, process, and maintain accounting records. Other duties include working with the Fiscal Services Officer to complete Nevada Department of Education and legislative reporting, working with accounting software vendors, and training LCSD staff with accounting software.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepare journal entries for posting to the general ledger and subsidiary projects on a monthly, annual and ad hoc basis.
2. Works directly with all levels of District staff in requesting information or answering inquiries.
3. Approves purchase orders to verify budgetary account accuracy.
4. Trains and assists site and district staff with accounting software.
5. Ability to independently gather, organize and perform accounting related analysis and reconciliations.
6. Oversees the district purchase card program to ensure timely posting to the general ledger.
7. Oversees the following: employee files, calculate monthly salaries, accrue leave, process absences, time worked, paychecks, deduction payments and track time taken under the Family Medical Leave Act (FMLA).
8. Reviews Public Employees Retirement System of Nevada (PERS) monthly reporting of time, wages and contributions. Processing enrollment, change, and termination forms. Calculating salary certifications.
9. Assists with implementation and maintenance of internal accounting controls and audits preparations.
10. Oversees Federal and State payroll reporting – monthly, quarterly and annual payroll tax and employment reporting including annual W-2s and Social Security number verification.
11. Monitors Student Activity Funds and assists the Fiscal Services Officer with the transition to be in compliance with GASB 84. Review monthly of activity, create journal entries to post reconcile the general ledger and assists with internal audits of the same.
12. Works with the Fiscal Services Officer to complete Nevada Department of Education and legislative reports.
13. Assist the Fiscal Services Officer with the budget and financial statements.
14. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers, and the community.
15. Maintains capital improvement project records, reflecting the accurate project costs in the districts fixed asset system.
16. Coordinates the state and federal accountability reports as required by the grants.
17. Maintain needed information and data and prepare performance and other reports for funded grants as required.
18. Complete all fiscal reporting (to include: request for funds, final reporting, etc.).
19. Regular and consistent punctuality and attendance are essential functions of the job.
20. Performs all other duties as assigned.

### **POSITION EXPECTATIONS:**

#### **Expertise in:**

1. Nevada Department of Education Chart of Accounts and required reports.
2. Payroll processing and procedures, from timesheet data entry to annual reporting of wages.
3. PERS policies and any changes in those policies that would affect LCSD employees.
4. Relevant Federal and State employment laws and regulations.
5. Advanced accounting practices, procedures and financial reporting fundamentals.

6. Advanced computer applications, especially accounting software and spreadsheets.

**Ability to:**

1. Work collaboratively with finance department employees in Business Office functions.
2. Effectively communicate with employees and others in a clear, concise and professional manner.
3. Reconcile complex accounts using analytical skills to identify and resolve problems.
4. Master accounting software and instruct LCSD staff in the use of accounting software.
5. Work overtime in evenings, mornings and on weekends as necessary or requested.

**AUTHORITIES:**

The Accounting Supervisor will exercise certain job responsibilities in the absence of the Fiscal Services Officer, including approving additional requisitions, payable batches, bank transfers and e-pars.

**POSITION REQUIREMENTS:**

**Education and Training:**

1. Bachelor's degree in accounting, business or finance preferred, but not necessarily required.
2. Three (3) years of accounting, financial reporting or bookkeeping experience preferred.
3. In-depth understanding of payroll, bookkeeping and financial reporting.
4. Experience using Microsoft Excel and other accounting software

**Licenses and Certifications:**

1. A valid Nevada driver's license is required at the time of appointment.
2. Skills testing may be required.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:** Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from low to moderate for frequent time periods.

**Hazards:** Stress, anxiety and office equipment (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/				

Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				

Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision			X	
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_