

Position:	Supervisor of Accounting-Internal Auditor	FLSA: Exempt
Department:	Financial Services	Salary Grade: Classified Management - Range D
Reports to:	Chief Business Official or Designee	

**OVERALL OBJECTIVE AND SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under the direction of the chief business official or designee, plan, organize, supervise, coordinate and direct the daily activities and operations of various District accounting and financial activities. Prepare Federal, State, and county mandated financial reports. Assist with development and administration of the District’s budget activities and preparation for annual audit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential responsibilities and duties may include, but are not limited to, the following:*

- Supervises, plans, organizes, coordinates, and directs the daily activities and operations of various District accounting, payroll, and financial activities using independent judgment and analysis.
- Audits and verifies financial records and Federal and State reports for accuracy, completeness and conformance to rules and regulations; performs internal program audits to ensure Federal and State compliance.
- Responsible for the purchasing of supplies, equipment, materials, and services.
- Oversees the reconciliation of position control contained within the accounting software (i.e. QSS/QCC) statements to Human Resource records on a monthly basis.
- Plans, organizes, and supervises the activities of the general ledger and accounting functions.
- Ensures that all revenue and payments due to the District are received and properly recorded and all expenditures (e.g. salary, benefits, materials, etc.) are accounted for and paid in accordance with regulations.
- Monitors District-wide payroll liabilities accounts, such as State and Federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities.
- Provides technical expertise to District personnel concerning financial accounting as it relates to the Standardized Account Code Structure (SACS).
- Supervises attendance accounting and reporting.
- Supervises student body funds accounting, working with principals to ensure that schools conform to established policies and procedures.
- Audits accounts payable batches of vendor warrant payments for supplies, equipment, and services prior to submission to the County Office of Education.

- Communicates with vendors and County Office of Education personnel to resolve problems, correct errors, obtain authorization, and exchange information.
- Supervises and evaluates the performance of assigned staff; interviews, and selects employees; recommends transfers, reassignments, terminations, and disciplinary actions. Plans, coordinates, and arranges for appropriate training of subordinates.
- Assists in the preparation and administration of the budget, interim reporting, and year-end closing process.
- Assists with preparation of all Federal, State, and local reports.
- Provides technical expertise, information, and assistance regarding assigned functions.
- Monitors and adjusts workflow and assignments to meet established timelines.
- Performs other duties as assigned that support the overall objective and mission of the position and department.

### QUALIFICATIONS

Knowledge of:

- School district accounting policies and procedures.
- Fund accounting practices; generally accepted accounting principles.
- Standard practices and procedures of purchasing, inventory, warehousing and distribution of materials and equipment.
- Applicable federal, state, local and school laws, regulations, policies and procedures, specifically, Public Contract Codes and the California School Accounting Manual.
- Principles and methods of school business administration, personnel, and management, including techniques of budget development and administration.
- Computer-based accounting systems and procedures.
- Modern office procedures, methods and equipment, including typewriting, calculator, copier, computer and printer.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.
- Understand and carry out complex oral and written instruction.
- Apply pertinent school district policies, laws, rules and the governmental regulations to specific cases.
- Analyze and interpret fiscal records and documents and to prepare accurate and complete report.
- Utilize problem solving methodology.
- Work with diverse audiences and present information in clear understandable formats.

### ENVIRONMENTAL CONDITIONS

Office environment; some travel from site to site; exposure to standard office noise and traffic volume.

### PHYSICAL ABILITIES

This position requires:

- Sufficient vision to see small print.

Board Approved: February 28, 2012

- Sufficient hearing to hear normal and telephone conversation. Sufficient dexterity to write, operate telephone and business machines.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Sufficient physical mobility to move about the district.
- Sit for prolonged periods;
- Work with minimal supervision;
- Think logically;
- Be attentive to detail;

#### EDUCATION AND EXPERIENCE

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Education:

Education equivalent to a bachelor's degree in business or related field.

#### Experience:

Three years increasingly responsible accounting, purchasing and supervisory experience.