

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved:

**JOB TITLE: SUPERVISOR OF ACCOUNTING**

**JOB PURPOSE STATEMENT:** Under the general guidance of the Director of Fiscal Services, the Supervisor of Accounting works independently under limited supervision to perform difficult and complex accounting, auditing and technical work for the district including preparing, monitoring, reconciling, and maintaining fiscal records. This is a designated supervisory position responsible for the performance and work activities of assigned accounting personnel.

**JOB FUNCTIONS:**

- Performs or coordinates major functions of Accounts Payable, Accounts Receivable, Attendance, Categorical, and Facilities accounting, including, but not limited to state reporting requirements
- Directs preparation and distribution of expenditure claims, warrants and fund transfers for the purpose of ensuring necessary information for completing transactions, taking appropriate action, and/or complying with established fiscal guidelines
- Assists in preparing budgets, interim reports and year-end closing statements
- Assists with the calculation and projection of base revenue limits and estimated income and expenditures for all funds
- Prepares and/or monitors preparation of budget resolutions and other financial transfers
- Provides monitoring and oversight of the budget
- Assists with providing technical assistance, and internal audit of ASB programs
- Maintains cash controls for the district
- Conducts research and prepares special studies as requested
- Analyzes financial accounting data and makes appropriate decisions and/or recommendations
- Prepares, monitors and clears accruals
- Answers questions and provides a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provides technical expertise and direction regarding accounting issues and discrepancies
- Prepares, reviews or corrects school, department and county initiated budget and expenditure transfers to verify account numbers, availability of funds and related information
- Oversight and monitoring for the preparation of 1099's and use tax reporting
- Assists with GASB 34 inventory and capitalization requirements and reporting

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- Prepares financial statements insuring proper financial controls and practices are in conjunction with accepted auditing and accounting principles
- Exercises considerable independent judgment and has accountability over assigned accounts
- Monitors and audits requisitions and purchase orders for proper accounting codes
- Evaluates financial condition of assigned programs including categorical programs
- Participates in internal and external audits as required
- Assists in development and implementation of new or revised procedures and forms to assure efficiency and compliance with district policies and applicable accounting/governmental regulations
- Designs, recommends or implements changes in accounting, record keeping and budget procedures and improvements
- Assists in the selection and training of new employees in the clerical and accounting areas for the purpose of staffing and staff development
- Schedules, prepares and assists in the presentation of workshops and training for the purpose of providing in-services for district personnel and staff
- Performs other related duties as assigned

### Knowledge & Abilities:

- Considerable knowledge of accounts payable, accounts receivable, attendance, categorical, facilities and ASB accounting including general financial practices and procedures as it relates to and impacts the job responsibilities of the Supervisor of Accounting in the coordination of personnel assigned to these functions
- Knowledge and ability to perform complex statistical and arithmetic calculations; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions
- Specific knowledge required to perform the functions of the job include considerable knowledge of the purposes, methods, and practices of technical financial record keeping work; excellent knowledge account classification and accounting entries (SACS knowledge highly desired); practical knowledge of personal computer applications (MS Excel knowledge required)
- Knowledge of correct English grammar, spelling, vocabulary and accounting terminology

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- Basic and advanced accounting principles applicable to public school districts
- Knowledge of State education code and generally accepted accounting principles
- Communicate effectively, both orally and in writing
- Maintain positive and productive working relationships with those contacted in the performance of duties
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines put in place by the state, county office or the district
- Plan and organize work for self and others
- Perform multiple technical tasks with frequent need to upgrade skills due to changing job conditions and requirements

### PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb stairs and steps
- Able to lift up to 10 pounds
- Able to carry up to 10 pounds
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back lateral flexion

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- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

**JOB QUALIFICATIONS:**

**Education:**

- Completion of at least two years (48 semester/72 quarter hours of course work) of approved college level accounting or business training including principles of accounting required.

**Experience:**

- Minimum of three (3) years of varied, responsible and successful experience in financial, statistical, or fiscal record keeping work. One (1) year in a supervisory capacity highly desirable. Additional years of qualifying experience may be substituted for the required education.

**Licenses, Certifications, Bonding, and/or Testing:**

- TB Clearance
- Drug/Alcohol Clearance
- Valid Drivers License with acceptable safe driving record
- Criminal Justice Fingerprint Clearance

**EMPLOYMENT STATUS:**

- Classified Management Position
- Salary placement under the Supervisor Salary Schedule