

SUPERVISORY JOB DESCRIPTION

ACCOUNTING SUPERVISOR

JOB SUMMARY:

Under supervision from the Director of Fiscal Services, performs professional accounting work maintaining financial records and reporting in conformance to District, State and Federal guidelines; performs accounting operations in the completion of financial records reporting revenue and expenditure in all funds; develops and implements internal controls.

ESSENTIAL JOB FUNCTIONS:

- Manages the overall operation of the Accounting Department and related activities (e.g. all data processing activities, general ledger cash accounts, records retention and destruction, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and District requirements.
- Develops internal control systems (e.g. accounting and procedural manuals, data retention, destruction criteria, timetables, etc.) for the purpose of ensuring that district assets are properly safeguarded and that the accounting records and reports are accurate and complete.
- Prepares and reviews detailed revenues and expenditures for the annual year-end process, and other periodic state required financial reports and interacts with external auditors when necessary.
- Prepares and presents financial materials effectively for staff or public meetings.
- Researches discrepancies of financial information and/or documentation for the purpose of reaching resolution, ensuring accuracy of data and complying with established procedures.
- Ensures expenditures are in compliance with state and federal programs.
- Develops and implements new processes and internal controls to improve efficiencies, maintain compliance, and enhance the quality of information provided.
- Responds to inquiries from a wide variety of sources (e.g. vendors, district personnel, board members, auditors, etc.) for the purpose of identifying issues and recommending or implementing action plans.
- Serves on various District committees to provide expertise and a financial perspective.
- Supervises staff activity, provides support and training to staff, coordinates the work of staff, expedites flow of work, and evaluates subordinates as required.
- Assists in interviews and assignment of personnel.
- Performs other duties as assigned.

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ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Professional knowledge of the methods and practices, techniques, terminology and systems used in governmental financial accounting record keeping; broad knowledge of data systems application; knowledge of personal computers and their software applications, including Excel, Word, and E-mail,
- Ability to prepare complex financial reports, to assist with the District's accounting department, and to supervise and train personnel; ability to maintain good working relationships with the public and fellow employees. Ability to organize thoughts and clearly disseminate information either orally or in written form.
- Three years of recent experience in finance, budgeting and/or accounting. Experience in a K-12 school district preferred. A display of gradual increase in responsibilities and accounting expertise.
- Graduation from high school or its equivalent supplemented by the completion of business, accounting, or finance courses in the practices, techniques, and application of accounting systems in public agencies.
- Experience with Business Plus and PeopleSoft software preferred.
- Graduation from a recognized college or university with course work in business, accounting, or finance preferred.

Supervisory Salary Schedule: Range 25

*BOARD APPROVED: 01/18/23
07/09/25*