

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR OF ACCOUNTING AND CATEGORICAL PROJECTS

BASIC FUNCTION:

Under the direction of the Director of Business Services, supervise the complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts and reports for the District; provide technical assistance to District personnel regarding accounting and accounting policies, procedures and requirements. Train, supervise and evaluate various accounting personnel.

REPRESENTATIVE DUTIES:

Supervise the complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts and reports for the District, including all categorical projects; maintain, analyze, and reconcile the District general ledger, verifying accuracy of expenditures and revenues. Prepare and maintain a variety of records, reports and files related to various accounting activities. *E*

Communicate with a variety of District personnel to coordinate accounting activities, exchange information and resolve issues or concerns. Train, supervise and evaluate various personnel; develop procedures, interview and select personnel. *E*

Perform internal audits and reconcile financial reports and journal entries for variances and overages in expenditures compared with budget; reconcile District balance sheet assets and liabilities with the County; distribute various program financial reports to District personnel; establish year-end accruals. Visit school sites to assure procedures are being followed according to established guidelines. *E*

Assist in the development and maintenance of the annual budget and District site budgets; enter data into computer system and maintain accounts; initiate and approve budget transfers; audit budgets compared to actual monthly and prepare corrective journal entries as needed; prepare a variety of statistical data by site to monitor actual revenue and compare to projected. Monitor district accounts to assure proper funds for daily operations. Transfer monies as appropriate. *E*

Analyze expense documentation to assure that expenditures are properly charged and do not exceed appropriations; make recommendations accordingly; maintain effective recordkeeping systems and audit trails. *E*

Audit and combine computer-generated reports from school sites and produce State, County and District reports; coordinate reporting schedules for the County with site personnel. *E*

Assist in the development and maintenance of District budgets; enter data into computer system and maintain accounts; initiate and approve budget transfers. *E*

Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies; coordinate activities with other departments and District personnel. *E*

Review budget and financial record-keeping procedures and methods; recommend new or improved procedures, including the use of data processing; implement new procedures and techniques and assure efficiency and compliance with District policies and applicable government regulations. *E*

Research and perform a variety of special projects related to District and program financial systems and record-keeping as assigned. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board Policies and related Administrative Regulations which pertain to the particular assignment.

The Accounting Supervisor works under the direct supervision of the Director of Business Services. Exercises supervision and evaluation of district accounting personnel.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Accounting and fiscal systems, methods, policies, procedures, terminology, and practices.
Accounting principles applicable to school district accounting.
Bookkeeping and financial record-keeping principles.
State school accounting laws, practices and procedures.
Computerized accounting techniques and related software applications.
Budgeting, accounting, fiscal policies and practices.
Preparation, review and control of assigned accounts.
Preparation of financial statements and comprehensive accounting reports.
Operate a variety of computers, related software applications and specialized and technical equipment.
Principles and practices of supervision and training.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other applicable laws.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Supervise the complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts and reports for the District.
Train, supervise and evaluate personnel.
Maintain current knowledge of accounting rules, regulations, requirements and restrictions.
Provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.
Verify, balance and adjust accounts.
Compile, consolidate, summarize and analyze data for State-mandated reports.
Prepare financial statements in accordance with policy and generally accepted accounting principles.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain a variety of fiscal records, accounts and funds.
Operate a personal computer and associated software applications.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE

Any combination equivalent to a bachelor's degree in accounting or closely related field and two years of responsible accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate office equipment; seeing to read, post and assure the accuracy of financial records and documents; hearing and speaking to exchange information.

Legal Reference:	California Education Code, Sections 45103, 45109
Policy Adopted:	June 30, 1998
Revised:	May 15, 2001