



Job Title: Supervisor II – Student Activities

Supervisor: Accounting Officer

Terms of Employment: 246 days

Job Summary:

Maintain the student activities accounting system to ensure sound fiscal management.

Essential Duties:

- Responsible for the on-site review of bookkeeping functions for all schools for adherence to school district policies and procedures each fiscal year.
- Serves as support personnel for school bookkeepers concerning Pupil Activity Fund financial issues.
- Assists school bookkeepers, principals, and athletic bookkeepers with daily operations including computer assistance and/or training.
- Along with the Supervisor II-Bookkeeper Trainer, responsible for the initial and on-going training of school bookkeepers.
- Implement accounting system revisions as recommended by administration to increase efficiency and effectiveness.
- Reviews and monitors club account balances to ensure liquidity.
- Reconciles Pupil Activity Fund statement balances with general ledger.
- Reviews of all cash receipting activity to ensure accuracy and timeliness.
- Reviews of all Pupil Activity Fund journal entries and budget transfers.
- Monitors and reviews revenue and expenditure transactions to ensure compliance with district policies and procedures.
- Responsible for the recording, reconciliation, and review of all Pupil Activity Fund accounts, accounts receivables, and athletic funds.
- Provides assistance as needed to the Supervisor II-Bookkeeper Trainer during the prolonged absence of a school bookkeeper.
- Provides group and one-on-one staff development sessions with bookkeepers.
- Reviews and adjusts cash receipts and revenue summaries entered by school bookkeepers prior to posting into the general ledger.
- Responsible for maintenance of school-based scholarship accounts.
- Monitors procurement card reconciliations to ensure timeliness and adherence to district policies and procedures.
- Assumes a lead role in the updating of the Financial Services Manual for school and district-level bookkeepers.

Other Duties:

Performs such other tasks and assumes responsibilities as may from time to time be assigned by the Accounting Officer and/or the Chief Financial Officer.



Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Associate's degree with coursework in Accounting or Business Administration or three years of school bookkeeping experience.
- PeopleSoft experience preferred.
- Demonstrated competence in the use of computers, Microsoft Office programs, and office machines.
- Requires travel to all schools in the district.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 115

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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