

JOB DESCRIPTION

ACCOUNTING SUPERVISOR

JOB SUMMARY

Under general supervision of the Fiscal Services Director, develop, monitor, and maintain all fiscal, personnel, reporting, and budgeting requirements of the district's accounts; perform fiscal analysis, budgeting and financial record keeping activities. prepare periodic financial reports, income and cost analysis; compile and reconcile accounts. Coordinate, and monitor the work of the general accounting staff in maintaining various District accounting systems. Assist in the development and implementation of the District budgets.

TYPICAL DUTIES

Establish, prepare, input, and maintain district general ledgers in accordance with the California State Accounting Manual; perform full charge bookkeeping through trial balance and profit and loss reports. Coordinate and oversee accounting and budget related activities including cost accounting, accounts payable, accounts receivable, attendance accounting, student body accounting, and related data processing services and financial reporting functions. Develop methods for financial record keeping in compliance with State law, District policy, and required reporting. Act as liaison with District Information Systems Personnel and County Financial Accounting Personnel. May develop and/or utilize function specific computer applications for cost analysis, forecasting, and management decision-making; coordinate with personnel and payroll departments to ensure budget accuracy; develop and implement internal audit procedures; design computerized spreadsheets for statistical and analytical reports; maintain financial records related to special funds and monitor budgets in those funds. Perform year-end functions such as closing the books, making required accounting entries and prepare trial balance and related financial statements. Prepare monthly financial statements and other periodic reports of expenditure and income. Make cash transfers between funds. Supervise, train, and evaluate personnel; confer with school administrators and other employees regarding areas of responsibility. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience with demonstrates a strong understanding of accounting principles. A typical qualifying background would include graduation from high school, college level course work in accounting or related field, and at least six years of increasingly responsible accounting, budgeting, and analysis experience. A Bachelor's degree in Business Administration or related field and supervisory experience is highly desirable.

Knowledge of:

Principles and practices of accounting and financial record keeping; preparation of financial statements and reports; methods and procedures used to forecast, budget, and account for program costs; provisions of laws and rules pertaining to business accounting, especially as it relates to school programs; general office equipment including calculators, microcomputers, and related word processing and spreadsheet software. Principles of budgeting and cost accounting; supervision, training, and evaluation.

Ability to:

Work independently, applying initiative and judgment in resolving problems; plan, participate in, and oversee efficient, accurate financial record keeping systems; assure accurate and timely preparation and maintenance of required financial reports, provide leadership and technical expertise to employees concerning budgeting or accounting issues; analyze financial documents and budgets; utilize computers to produce financial worksheets and reports. Deal effectively with others; communicate clearly, both verbally and in writing; supervise, train, and evaluate staff.

LICENSE

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work and pass a physical examination and drug screening certifying this ability.