



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	2	
JOB TITLE			CONTRACT REFERENCE
Accounting Supervisor			Individual Contract
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE
Director of Finance			August 2013

JOB SUMMARY

Assists the Director of Finance with the financial management of the school district by assuming general responsibility for the district’s financial accounting activities; the receipt, allocation, investment, and transfer of all district funds; the coordination and preparation of the district budget; the preparation of all internal and external financial reports; the maintenance of the district chart of accounts; and the supervision of accounts payable activities.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:

1.	Ensures the district’s financial position is current, accurate, and reliable as needed for evaluation and decision making.		
2.	Manage the district’s finances in accordance with UFARS requirements including but not limited to transaction coding, making entries to the district accounting system, and ensuring funds are deposited into the		
3.	Develops/maintains cash flow records to ensure availability of cash to meet current requirements and invests excess funds to provide maximum yields consistent with legal requirements and district		
4.	Prepares all month-end and year-end financial reports including the treasurer’s report and investment and interest reports for		
5.	Maintains and adjusts the district chart of accounts including general ledger, revenue and expenditure accounts codes and		
6.	Prepares all journal entries for fund transfers, adjustments and corrections. Balances general ledger accounts monthly/annually.		
7.	Assists the Director of Finance in the development of the district budget, in the preparation of financial projections, and in the monitoring of budgets to determine where expenditures/revenues are		
8.	Assists the Director of Finance in the coordination of the district’s annual audit completing all year-end accounting procedures in		

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Accounting Supervisor

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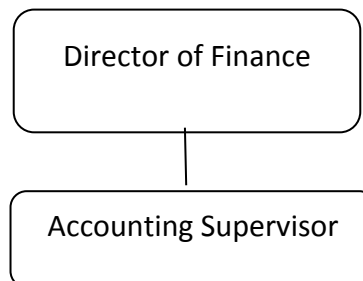
CONTRACT REFERENCE

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9.	Manages the financial accounting of all federal, state, and local grants including development of account codes, receipting of funds, preparing financial reports, and assisting appropriate district administrators in the		
10.	Evaluates internal controls, makes recommendations for improvements, and implements the controls as agreed upon.		
11.	Monitors and ensures district compliance with Generally Acceptable Accounting Principles and Governmental Accounting Standards.		
12.	Assists the Director of Finance in the development and analysis of the costing model used in collective bargaining.		
13.	Develop, maintain, and support computer systems on TIES and on district personal computers as may be necessary to meet district and		
14.	Supervise district accounts payable activities including the supervision of the		
15.	Evaluates and monitors accounting, payroll, and purchasing functions of the district.		
16.	Perform other such duties as may be assigned by the Director of Finance.		

QUALIFICATIONS (Specific training or job experience required before appointment)

- Bachelor of Arts Degree in accounting, CPA and experience in school district accounting or auditing preferred.
- Knowledge of and the ability to apply modified accrual basis accounting and generally accepted government auditing standards.
- High Degree of aptitude and proficiency with computer-based accounting systems and with personal computer applications including spreadsheet, word processing, and data base management.
- ☐ Experience working in a team environment with evidence of good written and verbal communication skills, of ability to interact in a positive way with others, and of organizational and time management skills.

ORGANIZATIONAL RELATIONSHIPS**SYMBOLS**

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.