

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-ACCOUNTING

DEFINITION:

Under the direction of the Senior Director-Financial Services, organize and direct the activities and operations of the Accounting Department; review controls and accountability of District income, expenditures, year-end closing reports and audits; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of the Accounting Department; participate in the development and implementation of departmental policies and procedures.
- Plan and supervise the maintenance of accounting reports and other activities related to the payment of District purchase orders, invoices, the collection of deposits and District income.
- Review the verification and accounting of expenditures of District funds, petty and revolving cash, accounts payable and Associated Student Body funds.
- Coordinate and oversee the preparation and maintenance of a variety of financial and statistical records, statements and reports; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines and procedures; submit reports to the Board as required.
- Oversee and participate in the input of a variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized reports; assure accuracy of input and output data.
- Prepare and maintain a variety of narrative, financial and statistical records and reports related to accounts, funds, revenue, personnel, expenditures, reconciliations and assigned duties; assure mandated reports are submitted to appropriate personnel according to established time lines.
- Serve as a technical resource to personnel, outside agencies and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.
- Oversee annual audits and prepare unaudited actuals, internal audits and fraud reviews.
- Oversee the preparation, review and evaluation of various financial documents and correspondence as assigned; reconcile bank and various other fiscal statements to assure accurate fund accounting.
- Coordinate communications between personnel, governmental agencies, outside organizations and the public to assure smooth and efficient accounting functions; assure proper and timely resolution of issues, errors and discrepancies related to assigned accounting functions.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in accounting or related field and four years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of funds and accounts.

DESIRED QUALIFICATIONS:

- Bachelor's Degree in accounting from an accredited college or university.
- Four years successful experience supervising accounting work, including two (2) years' experience performing accounting work in a school or governmental financial system environment.

Knowledge of:

- Accounting and fiscal systems, policies, procedures and practices.
- Generally accepted accounting and auditing principles, practices and procedures.
- Preparation, review and control of assigned accounts.
- Applicable laws, codes, rules and regulations.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Principles and practices of supervision and training.
- Technical aspects of field of specialty.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Coordinate, oversee and participate in the preparation, maintenance and auditing of a variety of financial and statistical records, statements and reports.
- Train and evaluate the performance of assigned personnel.
- Assure accurate accounting of funds including income and expenditures.
- Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries.
- Reconcile, balance and audit assigned accounts and funds.
- Assure proper and timely resolution of financial issues, errors and discrepancies.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain and assure accuracy of financial and statistical records.

WORKING CONDITIONS:**Work Environment:**

- Office environment.

Physical Demands: 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

- Bending at the waist, kneeling or crouching to retrieve and file materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/28/91

Board Approved: 7/1/91

FLSA Status: Exempt

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