

MODESTO CITY SCHOOLS

REVISED

Job Description

JC# 0188

ACCOUNTING SUPERVISOR

OVERALL RESPONSIBILITY

Under general supervision, 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. responsible for the timely and accurate accounting and reporting of financial and payroll information and the selection, training and evaluation of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Organize and direct the activities and operations of the Account Department; participate in the development and implementation of departmental policies and procedures. Implement and maintain financial and payroll procedures in accordance with state and federal requirements, the California School Accounting Manual and District policies.—E
2. 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. Prepare state and federal financial reports including, but not limited to, reports on average daily attendance, expenditures for special programs, pupil transportation, state required financial and program cost reports.—E
3. Review the verification and accounting of expenditures of District funds, petty and revolving cash, accounts payable and Associated Student Body funds. Assist in preparation of District budgets, including development of revenue limit calculations.—E
4. 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. Evaluate mileage and conference reimbursement requests for payment.—E
5. 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. Work with District auditors with preparation of the annual financial audit.—E
6. Assist the preparation of year-end closing, clearing account maintenance and preparation of unaudited actuals reportings. Coordinate and supervise attendance accounting activities, including but not limited to, Assist in the development of procedures, internal audits and state and local reporting requirements. E
7. 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. Provide support to the Director of Financial Services regarding the design and implementation of accounting procedures and data processing system design specific to the accounting department.—E
8. Perform internal audits of accounting procedures, including but not limited to, student body accounts, attendance accounting and categorical programs. E
9. 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. Assist in preparation of financial reports to the Board of Education. E
10. Assist in the selection, supervision and evaluation of subordinate personnel. E
11. Establish and maintain cooperative relationships with those contacted during the course of work.
12. Perform other related duties as assigned.

ACCOUNTING SUPERVISOR (continued)

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule – ~~Range 124~~

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply basic accounting, budgeting and fiscal accountability methods, principles, and practices.
- Knowledge of and ability to apply management and contract administration principles and practices.
- Knowledge of laws and regulations applicable to school district accounting operations.
- Knowledge of and ability to analyze accounting data and prepare financial statements.
- Knowledge of and ability to operate a variety of office machines including microcomputers, terminals and printers.
- Knowledge of and ability to apply effective supervision techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

Increasingly responsible experience successfully supervising accounting work.

Desirable Qualification:

Four (4) years successful experience supervising accounting work, including two (2) years experience performing accounting work in a school or governmental financial system environment.

Education

Minimum Requirement:

Any combination of education and related experience equivalent to completion of four (4) years of college, including courses in the area of accounting.

Desirable Qualification:

Bachelor's Degree in accounting from an accredited college or university

REPORTS TO:

~~Director of Financial Services~~ Associate Superintendent, Business Services or designee

~~Personnel: 5/13/91~~

~~Cabinet Approved: 5/28/91~~

Board Approved: 7/1/91

Cabinet Approved: 2/11/20

Board Approved: