

ACCOUNTING SUPERVISOR

DEFINITION

Supervises and performs technical duties involved in maintenance of District accounting systems and related financial records.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Accounting and Budget.

Assignments require direct and indirect supervision of other accounting and general clerical positions.

EXAMPLES OF DUTIES

Plans, assigns, supervises, and participates in a variety of financial work including accounts payable and accounts receivable.

Coordinates accounting activities with data processing so that cash collections, expenditures, journal entries, transfers, and adjustments are properly recorded in the official books of the District.

Identifies and resolves problems and inconsistencies, determining corrective entries needed to maintain accounting controls.

Examines, reconciles, balances and adjusts accounting records and performs the annual closing of the books.

Determines, recommends, and implements appropriate changes and improvements in existing accounting systems and procedures.

Gathers data from various sources and prepares a variety of state, federal, and local claims, statements and reports.

Prepares complex financial and statistical reports.

Assists in preparation and development of the annual budget.

Conducts special studies and prepares reports.

Coordinates accounting activities with other District organizational units and outside agencies.

EXAMPLES OF DUTIES (continued)

Supervises, trains, and evaluates assigned staff.

Assists in employee selection, discipline and office budget proposals and expenditures.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of accounting and auditing.

Principles and practices of financial administration including budgeting and reporting.

Application of data processing in the maintenance of accounting records and financial administration.

Principles of supervision, training, and performance evaluation and management.

Ability to:

Plan and assign the work of others.

Devise improvements in financial and general administrative procedures.

Supervise, train, and evaluate assigned staff.

EMPLOYMENT STANDARDS

Minimum Requirements:

Three years of responsible experience in the preparation and maintenance of complex financial and accounting records.

Desirable Requirements:

College courses in accounting, business, and fiscal management, and supervisory experience.

Experience in school or college accounting.