

Union Public Schools Job Description

Position Title: Accounting Supervisor
Department: Accounting
Reports To: Director of Accounting

FLSA Designation: Exempt

SUMMARY: Supervises an accounting staff engaged in processing District financial accounting functions including: Posting to the general ledger, accounting for revenues, processing fringe benefit billings, providing for proper internal accounting, procedures and controls, and accounting for federal programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides proper internal control and accounting procedures.
- Prepares external reports to federal, state and regional governmental entities.
- Supervises the annual audit to ensure a timely review of all documents and prepares the annual financial report.
- Oversees the accounting of various District funds such as student activities, athletics, food services, etc.
- Prepares and analyzes financial information for administrative level decision-making.
- Assists in managing District budget and monitoring line items and reporting on significant variance.
- Oversees District cash flow, analyzing revenues, and expenditures and recommends investment alternatives.
- Oversees the monthly reconciliation of all bank accounts.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree from a four-year college or university; three years in full charge accounting capacity preferred. School accounting and reporting experience preferred. Experience with budget production and control preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified Public Accountant preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before groups of supervisors, clients, employees and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Proficiency with microcomputer applications and office supervisory experience preferred. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderately quiet.