

CALEXICO UNIFIED SCHOOL DISTRICT

CLASS TITLE:

ACCOUNTING SUPERVISOR

RANGE:

CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, or designee, perform a variety of high-level audit, accounting, and fiscal functions for the business department. ~~plan and supervise school system accounting and financial record keeping activities; establish and revise accounting procedures and controls; perform complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts, and reports for the District;~~ Prepare and reconcile reports pertaining to position control including payroll functions; student attendance accounting, accounts payable/receivable, associated student bodies including booster clubs. This position plays an intricate role in mid-year/year-end independent audit preparation, reporting, and year-end closing; and provides assistance in the development of interim-reports and annual budget preparation. ~~assist the Assistant Superintendent in the preparation of the budget; train and.~~ Evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

~~Prepare, perform and supervise the preparation of interim and annual financial and cost accounting information for District, County, State and federal reports as requested. E~~

Prepare status reports, budgets and projections for various funds, grant-reporting, and processing of state/federal claims for numerous programs.

Prepares and maintains a wide variety of fiscal information, files and records (e.g., accounts payable/receivable, invoices, transfers, cash deposits, time-sheets, W-9s, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.

~~Prepare, perform and supervise the preparation of internal audits of District record keeping in budget control, payroll and disbursement of funds for materials, supplies and equipment. E~~

~~Prepare, perform and supervise the preparation of internal audits of federal and State programs and preparation of accounting analysis of District operations. E~~

Serves as the lead preparer for all mid-year and annual audits by collecting and submitting requested data to independent audit firm.

Oversee and participate in the opening, verification, balancing and adjusting of accounts, including general ledgers, subsidiary ledgers, payroll registers, including income tax and other payroll related data. E

Oversee and participate in the maintenance of records of expenditures and revenue, including encumbrances and accounts payable and receivable for various District funds and accounts. E

Recommend and update the District's accounting procedures and structure as necessary to comply with District, County and State requirements. E

04/01

Ewing & Company

Prepare, review, and revise revenues and expenditures of district-wide organized and unorganized clubs to ensure state/federal compliance.

~~Assist in the development of the annual budget; audit budgets compared to actual monthly balances and prepare corrective journal entries as needed. *E*~~

Assist the Business Manager in the development of the annual budget; audit budgets compared to actual monthly balances and prepare corrective journal entries as needed. *E*

Updates pay calculation codes, establishes and maintains control tables and processes the various monthly and hourly payrolls from start to finish including editing and balancing the payrolls.

Monitors, analyzes and develops new payroll procedures as needed, and assists appropriate personnel in developing applications to enhance the payroll operation.

Prepares annual and quarterly state and federal tax returns and various supplemental payroll related reports, including STRS and PERS deduction and contribution reports.

~~Assist schools and the District office personnel in the development of budget requests; compile and analyze budget requests and prepare recommendations for District budget including an analysis of income and expenditures for administrative and policy review. *E*~~

Train and evaluate the performance of assigned staff; interview and select employees; implement or recommend transfers, reassignment, termination and disciplinary actions. *E*

~~Reconcile the balances for various District funds and accounts monthly and annually including records maintained by the County Office. *E*~~

Maintains accurate files and records in various Employee Management Systems such as Frontline and/or Escape for all payroll functions including sick leave, vacation accruals, and reconciles payroll clearing accounts.

Initiates, maintains, and transmits direct deposit information and reconciles the direct deposit bank account.

Develops and publishes monthly calendars of due dates for timesheets, payroll schedules and other required documents.

Audit payroll coding and effectuate Position Control budget management.

~~Project and monitor the cash balance for each of the District funds. *E*~~

~~Consult with data processing regarding budget and accounting programs. *E*~~

~~Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies. *E*~~

~~Operate a computer and assigned software systems; operate standard office equipment as assigned. *E*~~

~~Assist federal and State auditors with necessary data for fund audits. *E*~~

~~Assist in the administration of facilities funds and programs such as Mello-Roos. *E*~~

~~Perform related duties as assigned.~~

Prepare, maintain, audit, and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations

Maintain, balance, and reconcile asset and liability accounts.

Review, update, and maintain the District's physical asset tracking systems to ensure accounting of all real assets and inventory control.

Conduct semi-annual and annual inventory audits using inventory control and distribution systems.

Performs additional duties assigned by the Assistant Superintendent of Business Services, or Business Manager, as an adjunct to regular stated duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Business organization.~~

~~Office management and training of business practices and methods.~~

Budget, accounting, and fiscal procedures and methods.

Accounting principles applicable to school district accounting.

~~Preparation, review and control of assigned accounts.~~

~~Financial analysis and projection techniques.~~

Preparation of financial statements and comprehensive accounting reports.

Auditing and inventory control procedures.

~~Operation of a computer and assigned software.~~

~~Principles and practices of supervision and training.~~

~~Financial analysis and research procedures.~~

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Experience in various employee-tracking programs like Escape, PeopleSoft, or Galaxy.

Absence tracking and reporting systems such as Frontline, AESOP.

California School Accounting Manual, CSAM

Standardized Accounting Code Structure, SACS

Student-tracking and database systems like Synergy or AERIES
Food Management and Operating Systems is desired.

ABILITY TO:

Perform complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts and reports for the District.

Provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.

Train and evaluate the performance of assigned staff.

Learn specific school budget, accounting, and fiscal procedures and policies.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Prepare clear and concise financial reports.

Direct the accounting program of a school system.

Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination of **experience and training** equivalent to: bachelor's degree in business administration, **public administration**, accounting, **business management**, **finance** or related field and three years of increasingly responsible professional **accounting** experience **in three or more areas related to: payroll functions, school accounting, accounts payable, accounts receivable, asset management and inventory control, or attendance accounting. including one year involving governmental accounting work.**

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.