

STOCKTON UNIFIED SCHOOL DISTRICT

ACCOUNTING SUPERVISOR

DEFINITION

Plan, organize, direct and review the work of the Accounting Section; oversee and perform complex accounting, financial record keeping; and reporting activities; perform special projects and tasks as assigned; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Accounting & Budget, and exercises direct supervision over staff in the accounting section.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, schedule, supervise and participate in the preparation, maintenance and review of financial records and reports.

Prepare monthly journal vouchers and fiscal closing adjustments.

Review and verify the accuracy of District schools' financial reports with monthly county reports.

Supervise the maintenance of various financial records and budgetary controls.

Assist in the preparation of the annual budget report.

Implement and modify accounting and financial record keeping systems and procedures.

Monitor to ensure that accounting and financial activities are conducted in compliance with appropriate policies, procedures and guidelines.

Perform special financial and statistical research studies in accordance with the Director's instructions.

Advise and assist District administrators regarding accounting procedures and District accounting policies.

Assist auditors by providing requested schedules and accounting data.

Work with computer-based accounting systems in reviewing and preparing input to the computer and utilizing output records.

Interpret and enforce laws, rules and regulations pertaining to school accounting and finance.

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EXAMPLES OF DUTIES - (Continued)

Coordinate accounting activities with the Internal Systems Analyst in designing electronic computer accounting systems and controls.

Participate in the selection, training, supervision and evaluation of assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of accounting and finance
- Practices and procedures of school district accounting and financial record keeping
- Appropriate sections of California Education Code and State Accounting Manual
- Computer-based accounting systems
- Mathematical and statistical methods and techniques
- Operation of office business machines
- Oral and written communication skills
- Principles and practices of effective supervision

Ability to:

- Prepare, review and verify a variety of difficult accounting financial and statistical reports
- Organize and supervise the work of assigned personnel
- Communicate effectively, orally and in writing; prepare clear and concise reports
- Establish and maintain cooperative working relationships with others
- Physical capability sufficient to perform tasks
- Ability to interpret and implement District Personnel Rules and Regulations

EXPERIENCE AND EDUCATION

Any combination of education, training and experience equivalent to graduation from an accredited college in Accounting, Business Administration or a related degree; Three (3) years of progressively responsible financial record keeping experience with involved major phases of school financial record management and reporting; One (1) year supervisor experience or a completed accredited course in supervision

LICENSE AND CERTIFICATE

- Possession of a valid California driver's license
- First Aid and CPR certificates are required within sixty (60) days from date of hire

SALARY PLACEMENT

Range 31 (12-month work year)

Stockton Unified Supervisory Unit