

TITLE: ACCOUNTING SUPERVISOR

QUALIFICATIONS:

1. Experience at responsible level and/or college training equal to completion of advanced accounting curriculum
2. Bachelor's degree in accounting or equivalent experience desirable
3. Knowledge of methods, practices and terminology used in general and governmental accounting
4. School accounting experience preferred
5. Ability to work harmoniously and effectively with administrators and staff on all levels

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOALS: To provide professional services which will contribute to effectiveness of department and services it renders

PERFORMANCE RESPONSIBILITIES:

1. Supervises areas related to accounting
2. Assists in maintaining daily operation of department relating to accounting functions
3. Develops new systems and procedures in financial accounting as required by policies and regulations
4. Prepares required reports and forms for county, state and federal government
5. Prepares cash flow reports
6. Conducts internal auditing as required
7. Recommends changes in accounting procedures
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified supervisory salary schedule, class 37

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable