



David Douglas School District #40

Licensed Job Description

SUPERVISOR

ACCOUNTING SUPERVISOR

Schedule: 8 hours per day / 12 months
Salary: Range F, \$76,451 (Includes TSA)

POSITION PURPOSE

The Accounting Supervisor oversees the accounting activities of the school district to ensure accuracy and consistency of accounting information and processes and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor (Director of Administrative Services). Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Decisions with district-wide implications or changes are reviewed with the Director. Plans, assigns, coordinates, evaluates, and oversees work of accounting staff. Supervisor is expected to provide technical direction on a wide range of accounting operations issues and to work independently on difficult accounting and financial reporting activities. Effectiveness is measured mainly through the observance of results obtained.

Job Responsibilities:

May include, but are not limited to, the following:

- Hires, trains, supervises, and evaluates staff within assigned area.
- Plans, organizes, directs and coordinates the centralized accounting and financial processes in conjunction with Director and Financial Services Supervisor. Ensures activities are completed efficiently and align with federal and state laws, district policies, and contractual obligations.
- Develops audit plan, manages external audit schedule, and coordinates with external auditor(s) on all audit activities; prepares and/or directs preparation of annual audit working papers and schedules, reviews accuracy of all work papers; prepares and compiles the Comprehensive Annual Financial Report.
- Responsible for development and interpretation of financial and accounting information, including analysis, verification, and adjustments of general ledger account balances.
- Plans, assigns, directs, and evaluates the work of staff in such areas but not limited to: general ledger, accounts payable, accounts receivable, fixed assets, inventory, project and cost accounting, treasury, payroll and/or other accounting and service activities.
- Prepares and compiles quarterly reports and ensures that all supplementary financial reporting is completed accurately and meets deadlines.
- Ensures monthly closing and reconciliations are reviewed, accurate, and completed timely; monitors balancing procedures and system assurance reports to validate that the systems are balanced, integrated, and performing correctly.
- Provides for procedures and systems necessary to maintain proper accounting records and to afford adequate accounting controls and services; reviews procedures and systems regularly to identify areas for continued improvement.
- Works as part of a team in planning, development and implementation of new or enhanced financial systems and/or processes.
- Acts as system administrator for financial system; provides direction and monitoring of financial system(s) and related applications ensuring system integrity and internal controls are met; acts as a liaison for troubleshooting issues for users and keeping users informed of updates and system changes; works with vendor and technology for system interfaces; develops and maintains manuals and schematics for applications as well as implementing schedules for updates, purges, and processing schedules.
- Acts as internal auditor and performs financial, compliance, and performance audits.
- Serves as a coach and mentor to staff providing hands on leadership and career development opportunities.

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- Keeps current on changes in governmental regulations, accounting standards, and bargaining contracts.
- Backs up the Financial Services Supervisor.
- Maintains regular and consistent attendance and punctuality.
- Performs other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education:

- Bachelor's degree in Accounting, Finance, or related fields required.

Experience:

- Three years of progressively responsible accounting/finance experience in a governmental agency with at least one year prior experience as a supervisor in the accounting field required. Prior experience in education institutions preferred.

Licensure Requirements:

- Current CPA license required and must be maintained. District may consider a CPA candidate with condition incumbent must earn license within two years from date of hire.

Other Qualifications:

- Enterprise system accounting and reporting experience, with advanced knowledge and experience in analyzing, troubleshooting, and providing technical accounting expertise on general ledger processes within the system.
- Sound technical foundation of principles, methods and procedures of governmental accounting, including generally accepted governmental accounting standards (GAGAS), generally accepted accounting principles (GAAP), Statement on Auditing Standard (SAS), Governmental Accounting Standards Board (GASB), and other requirements for State and Federal reporting. Proven ability to apply that knowledge to specific circumstances.
- Knowledge and experience in preparing a Comprehensive Annual Financial Report (CAFR) and implementing GASB pronouncements.
- Experience with Single Audit and OMB circulars.
- Experience developing financial policies and procedures.
- Advanced skill in researching, analyzing, and evaluating complex financial data.
- Advanced technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports, advanced experience with Microsoft Office software applications. Advanced Excel skills required.
- Demonstrated ability to establish and maintain high profile, influential and collaborative working relationships across teams, functions and layers with district staff, public officials, financial and business communities and the general public.
- Self-starter with proven analytical, organizational, and problem-solving skills.
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.
- Exceptional interpersonal skills in leading, motivating, coaching, and developing staff.
- Ability to think strategically, proven analytical and problem-solving skills, and ability to develop both short term and long term plans to meet an objective.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines. Ability to remain focused and calm in chaotic situations.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.

WORKING CONDITIONS:

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-35 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.