



David Douglas School District #40
Classified Job Description

FINANCIAL SERVICES SUPERVISOR

Schedule: 8 hours per day / 12 months

Salary: Range F

POSITION PURPOSE

The position of Financial Services Supervisor oversees and supervises treasury and payroll staff and functions. Incumbents are expected to provide supervision and technical direction on a wide range of accounting operations issues and to work independently on difficult accounting and financial reporting activities.

SUPERVISION RECEIVED AND EXERCISED

Job Responsibilities:

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

- Hires, trains, supervises, and evaluates staff within assigned areas.
- Oversees the processing of the monthly payroll.
- Works with payroll team to produce all required payrolls in accordance with established deadlines, applicable federal, state, and local ordinances, Board policy, and District labor agreements.
- Provides direction and monitoring of supplementary financial and human resources/payroll systems such as receipting and timekeeping systems to ensure system integrity including monthly closing, reconciliations, and purging schedules and processes. Monitors balancing procedures and reviews system assurance reports to validate that the systems are balanced and performing correctly.
- Develops and maintains internal controls systems to properly account for expenditure of payroll and accounts receivable transactions.
- Acts as system liaison for financial and human resources systems for customers.
- Works with vendor and information services department for interfaces of systems.
- Authorizes changes to system options and control tables to ensure that correct system-wide options are in effect.
- Backs up Accounting Manager in maintenance of District's Chart of Accounts.
- Develops and coordinates for daily, monthly, and yearly processing and purging schedules for systems.
- Develops and implements training on financial and human resources systems for all system users and provides daily user assistance for processing issues.
- Oversees Treasury functions of the District.
- Responsible for development and interpretation on 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 receivable, project and cost accounting, treasury, payroll and/or other accounting and service activities, ensures activities are completed efficiently and align with state laws, district policies, and contractual obligations.
- Assists Accounting Manager and Director with preparing and compiling the Comprehensive Annual Financial Report.
- Provides for procedures and systems necessary to maintain proper accounting records and to afford adequate accounting controls and services.
- Works as part of a team in planning, development and implementation of new or enhanced financial/human resources systems and/or processes.
- Keeps current on changes in rates, tax laws, governmental regulations, bargaining contracts and benefit programs.
- Acts as department liaison to post website content.
- Maintains regular and consistent attendance and punctuality.
- Performs other duties as assigned.

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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 field required.

Experience preferred: Five years of progressively responsible accounting/finance experience in a governmental agency and five years 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.

Other qualifications:

- Self-starter with proven analytical, organizational, and problem-solving skills.
- Intermediate to 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 Excel skills required.
- Sound technical foundation of principles, methods and procedures of governmental accounting, including generally accepted governmental accounting standards (GAGAS), generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), and other requirements for State and Federal reporting. Proven ability to apply that knowledge to specific circumstances.
- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors, and the general public.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines. Ability to remain focused and calm in chaotic situations.
- Ability to communicate effectively, both orally and in writing.
- Exceptional interpersonal skills in leading, motivating, coaching, and developing staff. With ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties.
- 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.
- 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.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.

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/Light – Exert force to 15 pounds occasionally 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.