



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	SUPERVISOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8034
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises members of the accounting team and assists in financial activities of the District to ensure accuracy, efficiency, and consistency of accounting information and processes. Provides assistance and technical direction on a wide range of accounting operations including accounting systems, internal controls, audit preparation, financial reporting, and technical support for all areas of Financial Services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Executive Administrator Accounting in the management of accounting and disbursement functions of the District including, accounts payable functions, financial accounting and reporting for all centralized funds

Conducts formal training on accounting policies and procedures for District employees including Bookkeepers and Principals

Assumes responsibility for mentoring, oversight, and evaluation of Accounting Services staff

Assists with monthly, quarterly, and annual reconciliations of key accounts

Assists in reviewing all accounting adjustments and reconciliations

Maintains banking and investment relationships

Identifies, develops, and implements new and/or improved financial systems and processes

Assumes responsibility for compiling data for various reports required by oversight agencies, and assisting outside auditors

Assumes responsibility for financial operations in the absence of the Executive Administrator Accounting

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in Accounting, Finance, or Business Administration

Three (3) years of successful supervisory and administrative experience in accounting

Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

Knowledge of and experience with accounting, accounts payable, payroll and financial management systems and technical support of these systems

Effective communication skills

DESIRABLE QUALIFICATIONS

CPA or CIA certification

Knowledge of Kentucky Model Procurement laws, Kentucky School Laws, and Board policy
--

Experience with state-mandated accounting system
--

Sound foundation of governmental accounting including Generally Accepted Accounting Principles (GAAP), application of Governmental Accounting Standards Board (GASB), pronouncements, and other requirements of state and federal reporting

Demonstrated ability to develop and maintain efficient financial systems and internal controls over those systems and working experience in systems reviews and/or development
--

Experience in a diverse workplace
