



NEW: 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