

Santa Rosa County District Schools

Job Description

Accounting Supervisor

Reports to: Assistant Superintendent, Finance

FLSA Status: Exempt

Department: Finance

Prepared by: Human Resources

Date: August 21, 2014

Job Code: 11040

Position #: 51051

Range: 26

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Prepares the annual financial report;
- Reports periodically to the School Board on the annual financial report;
- Analyzes findings, interprets conclusions and approves recommendations for formal presentation to the audit; develops follow-up responses to audit reports to resolve outstanding issues;
- Supervises district level operations involving accounts payable;
- Assists Assistant Superintendent of Finance with developing bids for fund investments, certificates of participation and loans;
- Prepares and posts transactions including revenue, expenditures reversals and interfund transfers to proper journal, ledger and depository account;
- Monitors and interprets changes in laws and regulations related to public agency financing and financial reports; evaluates their impact on district activities;
- Develops and implements accounting controls, policies and procedures to ensure that assets, liabilities and earnings of the school district are properly stated;
- Applies professional and technical knowledge relating to auditing, accounting and data processing concepts;
- Interprets school district policies and procedures to employees; ensures effective product and discipline of department staff;
- Coordinates the annual financial audit with the Office of the Auditor General;
- Assists with administering the routine and daily accounting operations of the school district in a manner to conform to the Governmental Accounting Standards Board, rules of the State Board of Education, accepted standards of the accounting profession, and School Board policies;
- Serves on District, state or community committees, as assigned.

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Supervision Received:

Assistant Superintendent, Finance

Supervision Exercised:

Supervisor of Accounts Payable Department

Minimum Qualifications & Skills Required:

Bachelor's degree from an accredited four-year college/university in accounting. Eight years' experience in accounting, six of which must have been in governmental accounting and five of which must have been in a school district.

Preferred:

Operate computer, calculator, and related machines. Experience preparing governmental financial statements.

Physical Demands:

Must be able to work in a typical office setting; use standard office equipment; drive a motor vehicle in order to visit work sites and attend meetings; read printed material and a computer screen; effectively communicate in person, over the telephone or via email; sit for long periods of time. Typically moderately quiet office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.