

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
RANGE M15**

ACCOUNTING SUPERVISOR

JOB SUMMARY

Under general direction of the Director of Business Services, plans, organizes, coordinates, and supervises the maintenance of District's financial books and records and work activities of staff to ensure compliance with applicable laws, codes, regulations, and procedures; coordinates and manages the Business Services data processing functions.

SUPERVISION RECEIVED AND EXERCISED

Incumbent in this class reports to the Director, Business Services. Incumbent supervises accounting and/or clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Participates in the planning, organization and supervision of the work activities of staff in general ledger accounting, budget control, receivables, payables, and cash flow
- Reviews and oversees the control and accounting of income and receipts, accuracy of data input into ledgers (e.g., manual data processing inputs), and disbursement of the District funds (e.g., the preparation of warrants)
- Gathers and compiles requested documentation for internal and external auditors
- Participates in the development of the monthly, quarterly, and annual reports
- Provides technical assistance related to accounting and budgeting to staff and other employees
- Advises and provides fiscal direction to program administrators, managers, and school districts on budget problems, fiscal impact, compliance issues, revenue projection and maximization, expenditures, and other related issues
- Acts as a liaison with various county and state agencies to resolve fiscal issues
- Participates in budget development and makes budget adjustments as necessary
- Supervises and participates in closing activities including reviewing and reconciling year-end accruals
- Monitors and manages revolving cash funds
- Participates in the analysis of operational costs and revenues
- Selects, trains, instructs, supervises, and evaluates accounting staff
- Reviews, analyzes, recommends, develops, implements, and evaluates changes in existing accounting systems, procedures, and practices
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Education: Bachelor's degree in Business Administration, Accounting, Finance, Public Administration, or a field related to the knowledge and abilities requirements of this classification from an institute of higher learning recognized by the Council of Higher Education Accreditation.

Experience: Three years of professional accounting experience, including participating and overseeing the input, preparation, and balancing of general ledgers and/or budgeting, is required. One year of supervisory experience in the administration of a fiscal program, including accounting, budget preparation and control is required. Public school district accounting experience is desirable.

Knowledge of: Generally accepted accounting, budgeting, and auditing principles, practices and methods, and their application to governmental accounting; federal, state, and local laws, rules and regulations as they pertain to accounting procedures and systems and records retention; processes of business, banking, and/or other financial systems; principles of financial administration, including budget development and reporting; principles, practices, and techniques of organization, administration, and human resources management; concepts and applications of automated data processing systems and equipment related to financial systems and accounting operations; financial analysis and research procedures, methods, and techniques.

Ability to: Prepare clear and concise financial reports; produce work products with high accuracy; effectively manage changes on-the-job; efficiently and effectively manage own work and the work of others; explain, interpret and apply federal, state, and local laws, rules and regulations related to accounting procedures, practices, and reporting requirements; gather and analyze relevant information in order to make logical decisions; effectively communicate both orally and in writing; develop and maintain a positive work relationship with others; provide exceptional customer service; effectively work in a team environment; keep others informed of critical information; utilize accounting systems and office computer software; evaluate the work of others and effectively manage their job performance and comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License: Possession of a valid Class C California Driver's License and the availability of private transportation or the ability to obtain transportation between job sites is required.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical/accounting category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specialized department assignment.

Work Environment: While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions are high volume positions and incumbents are required to work without direct supervision. The noise level in an office environment is usually moderate.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

ACCOUNTING SUPERVISOR Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	February 3, 1997
Approved Revision by the Personnel Commission:	June, 13, 2002
Revised by the Personnel Commission:	March 17, 2014, May 18, 2015