

WASHINGTON UNIFIED SCHOOL DISTRICT

CLASSIFICATION: ACCOUNTING SUPERVISOR

BASIC FUNCTION

Under the direction of the Director of Fiscal Services, the Accounting Supervisor directs and coordinates the work of the assigned Fiscal Services team; maintains necessary data on all business transactions to ensure complete financial accountability; and facilitates all local, state, and federal reports. The Accounting Supervisor provides assistance to Washington Unified programs in all areas of school finance including, but not limited to, budgets, accounting, financial reports, inventory, audits, and state and federal reports, in compliance with AB1200.

ESSENTIAL FUNCTIONS: (May include, but is not limited to the following)

- Plan and maintain business systems in the area of budgeting and accounting
- Disseminate, collect, and compile budget information and data for the district
- Maintain appropriate accounting systems and controls to facilitate budget control, and efficient data recall for processing all local, state, and federal projects
- Responsible for the completion of all local, state and federal financial reports
- Answers questions and compiles special reports for site and department use in budget tracking and reporting
- Assist with the preparation of Board communications and presentations
- Coordinate external auditor needs and the resolution of audit exceptions
- Collect data for district revenue calculations
- Monitor and review financial conditions and report to the Director of Fiscal Services.
- Prepare budget projections and cash flow analysis for all district funds.
- Responsible for the completion of attendance reporting
- Conduct audits of associated student body funds to ensure proper internal controls are adhered to and recommend changes to policies and procedures to improve internal controls
- Supervise assigned department personnel and ensure maximum staff utilization
- Coordinate or assist with a wide range of district business functions, e.g., purchasing, accounts payable, accounts receivable, inventory, AB1200 and LCAP oversight, and financial system training.
- Facilitate execution of contracts between the vendors and the district for direct or other services, mandated costs, RFP for special services, etc.
- Keep current on changes in legislation affecting accounting procedures and changes in the California School Accounting Manual
- Recommends new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations
- Provide training and presentations of related information to district personnel
- Supports all phases of budget development including preparing budget projections and supporting schedules
- Assist in preparing and processing year-end closing activities
- Other related duties as assigned

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting principles and concepts at an advanced level as it applies to governmental and public school district accounting procedures
- Education Code requirements as applied to receipts and disbursements
- Data processing, business, and budgeting programs
- Policies and objectives of assigned program and activities
- Employee supervision, training, and providing work direction
- Basic record-keeping techniques
- Financial analysis and research procedures
- LEA record controls and financial report requirements

ABILITY TO:

- Supervise and perform double-entry bookkeeping, general accounting, and related statistical analysis
- Prepare clear and accurate financial reports
- Analyze data and draw sound conclusions
- Communicate effectively both orally and in writing, individually and to large groups.
- Establish and maintain effective personal relations with staff and constituents
- Interpret and apply policies and procedures

EDUCATION, TRAINING, AND/OR EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education equivalent to a bachelor's degree in business or a related field.
- Three years of increasingly responsible accounting, purchasing, and supervisory experience.

Possess a demonstrable understanding of California public school accounting/ finance procedures/ requirements (desirable)

Three (3) years of demonstrable experience using accounting software (desirable)

WORKING CONDITIONS

Bends and twists at the waist, kneels or crouches to retrieve and file materials. Sits for extended periods of time. Frequently lifts and/or carries up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.