



Fremont Unified School District

Classified Management Job Description

Accounting Supervisor

Definition

Under general supervision of the Director of Accounting, to plan, coordinate, organize and direct the District general accounting and accounts payable functions; to prepare related records and reports; to insure compliance with applicable laws, regulations and policies; and to perform other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Plan, coordinate, organize, direct, evaluate and supervise the work of the general accounting and accounts payable staff.
- Perform technical accounting and auditing functions, such as reviewing and authorizing journal entries, reconciliation of accounts and necessary adjustments to revenues and expenditures.
- Provide training to District staff regarding accounting and accounts payable processes.
- Plan, schedule, coordinate, and perform processing of vendor warrants and prepare related disbursement registers, and listings.
- Review accuracy of payments considering available discounts, negotiated allowances for damaged merchandise, short orders, partial deliveries, sales taxes, proper coding, classification of charges, and other factors.
- Keep adequate financial controls and safeguard over data inputs and warrants.
- Prepare compliance reports for federal, state and local agencies, i.e., expenditure reports, sales/use tax reports and 1099's.
- Prepare and review financial reports, Board reports, and miscellaneous statements as required by the Board, as well as the county and state department of education.
- Continuously review and seek ways to improve processes and monitor such improvements.
- Assist with year-end closing.
- Assist in the establishment of formal accounting policies and procedures.
- Participate in the development of the department's budget.
- Determine compliance with District internal accounting controls, policies and procedures.
- Perform other duties as assigned.

Qualifications

Successful Experience in:

- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements;
- Principles and practices of governmental accounting and the California School Accounting Manual, particularly Standardized Account Code Structure (SACS);
- Principles for maintaining automated and manual accounting records;
- Computer applications related to the work;
- Standard office practices and procedures;
- Principles and techniques of supervision and training.

Ability to:

- Implement principles and practices of governmental accounting and record keeping;

- Analyze financial data and prepare clear and accurate financial statements and reports;
- Utilize spreadsheet and data base programs;
- Operate personal computers, adding, calculating and other related machines;
- Review the accuracy of financial information;
- Analyze data and situations accurately and take effective action;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Communicate effectively, orally and in writing.

Education: Training and experience equivalent to the completion of a bachelor's degree in accounting or a related field, which has included at least twelve (12) units in accounting, book keeping and computer applications related to the work. Additional experience as described below may be substituted for the education, provided there is no substitution for the units outlined above.

Experience: Three years of increasingly responsible experience in the area of accounts payable, accounting or a related field.

Licenses and certificates

Possession of a valid California driver’s license with no restrictions, which would preclude driving on the job, is a continuous requirement.

Ability to qualify for a fidelity bond and proof of U.S. residency.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting 20 – 30 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status
Exempt

Approval Date
5/7/14

Salary Range
FSMA 12

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

N: 6/77 R: 11/85 R: 2/91 R: 5/99

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.