

FISCAL SERVICES ACCOUNTS PAYABLE SUPERVISOR

DEFINITION

Under the direction of the Director of the Fiscal Services Department, performs technical accounting and fiscally related functions and activities; assists in the performance of internal audits of special funds and accounts; assists in the preparation of the annual budget and in adjustment budgetary accounts to match actual revenue; prepares District cash flow projections and reports; reviews, monitors and audits student body fund record management activities; plans, organizes and directs accounting personnel in the performance of fiscally related functions; and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of financial record keeping functions related to the District's accounting and budget control
- guides, coordinates, and supervises the functions and activities of accounting, budget control and accounts payable personnel
- reviews, monitors, audits and supervises the accounting, budget and record management of various District funds, including encumbrances, invoices, warrants, current liabilities, abatement, budget transfers and warrant listings, also maintains journals, ledgers and other accounting records
- compiles, verifies and prepares accounting and budget transfers related to Transportation, Special Education, Workers Compensation, Student Body and related program funds
- assists in the formulation, revision, implementation and maintenance of a computerized record management system
- posts and balances financial data, and prepares trial balances, financial statements and personnel encumbrances
- prepares account and fund analysis
- performs computer automated accounting functions related to data entry and information retrieval, as well as performing a wide variety of statistical and data research activities
- performs responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as revenue, transportation, purchasing, accounts payable and receivable, and federal and state funded programs
- assists in reviewing purchase requisitions as to ensure correctness of account codes, availability of funds and document completeness
- trains, supervises and evaluates the work of assigned employees; reviews work, answers questions and assists with the more complex computations
- develops, analyzes, and prepares a variety of reports for management, County, State, and Federal agencies; ensures compliance with accounting and legal requirements
- serves as a resource for questions regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies
- maintains current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues
- performs other duties as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge of: Principles and methods of accounting, budget planning and control, technical report preparation, and internal audit processes; financial record management methods, procedures and techniques, California school accounting legal mandates, practices and procedures; supervising, planning, organizing, and coordinating subordinates' work assignments.

Ability to: Accurately and effectively interpret and communicate accounting budget control, regulations, guidelines and procedures; prepare clear and accurate financial statements and reports; perform complex and technical financial record keeping functions; understand and effectively carry out oral and written directions as well as draft clear and concise written communication.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Five years of responsible and technical public employee accounting experience or public school district experience in a high level lead position including (2) two years in accounts payable, and training or course work in budget planning and control, business administration, accounts payable, or related fields is required.

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Graduation from a four year college program with a major in Accounting, Business Administration, or a related field is preferred.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.