

TITLE: ACCOUNTING SUPERVISOR

QUALIFICATIONS:

1. Four-year degree from accredited college or university in business related field.
2. Previous experience in accounting systems
3. Two or more years of supervisory experience preferred.
4. Demonstrate the ability to research, compile and report data.

REPORTS TO: Chief Financial Officer

JOB GOAL: Assists in the administration of the system's business affairs and the efficient handling of bookkeeping procedures

JOB DUTIES:

1. Responsible for oversight of all accounts payable processing.
2. Responsible for vendor maintenance and annual 1099 statements at calendar year-end.
3. Assist program directors and other agencies with account status information.
4. Record daily deposits, journal entries and performs monthly bank reconciliations for all accounts.
5. Responsible for ensuring that all financial data for local schools are correctly coded and interfaced into the general ledger accounting system including error reports from state department.
6. Responsible for oversight and supervision of all local school bookkeepers.
7. Monitor all local school accounting procedures, policies and procedures including parent organizations and booster clubs.
8. Prepare monthly billings to local schools and outside agencies.
9. Perform internal audit function over financial transactions both at the district level and the local school level.
10. Monitor for and report any misstatements or fraud to Chief Financial Officer.
11. Oversee purchasing cards and all online payment systems including ticketing.
12. Provide in-service training in areas of accounting and fiscal procedures.
13. Oversees purchases by competitive bidding, informal quotations, and negotiations in accordance with the board's purchasing and contract policies.
14. Conducts pre-bid conferences, oversees bid documents, and maintains bid files.
15. Prepares letters, emails and other correspondence related to school system purchasing activities.
16. Act as support when Accounting/Purchasing Clerk are unable to fulfill duties
17. Works closely with the Chief School Finance Officer to coordinate the functions of the finance department, including fiscal year-end procedures and developing annual budgets.
18. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
19. Maintain confidentially any school system related information and any sensitive employee information.
20. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
21. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED:4/12/16