



CLASSIFICATION DESCRIPTION

TITLE: Accounting Supervisor

<p><u>Title of Immediate Supervisor:</u> Executive Director of Business Services and Finance</p>	<p><u>Department:</u> Business Services, Finance and Budget</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u> Accountant I, Accountant II, Clerical Level F, Clerical Level C, Clerical Level B</p>		<p><u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association; Pay Class</p>

General Summary or Purpose Of Job:

Supervises plans, directs, and coordinates such functions as accounts payable, accounts receivable, student activities accounts, and grants accounting. Reviews and performs a variety of technical and accounting duties involved in performing responsible financial record keeping and the related reporting duties; reviews and participates in the establishment and maintenance of procedures; reviews and performs analysis of fiscal, financial, and statistical records; reviews and approves various reports. Ensures that the District's finance and budget activities are managed and processed in an accurate and timely manner, and that financial activities are conducted in compliance with School Board policies and procedures, governmental regulations, the Uniform Financial Accounting and Reporting Standards (UFARS), and generally accepted accounting principles. Works with the director on State aid and other revenue sources. Assists with the preparation of the annual audit. Reconciles general ledger accounts on a monthly basis. Monitors account receivable aging reports and delinquent accounts.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY



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1.	Oversees the accounts payable and receivable functions and is responsible for ensuring all essential duties and responsibilities are carried out on a daily basis. Reconciles the receivable accounts and monitors the aging reports. Researches and interprets fiscal and accounting regulations, laws and guidelines; recommends account numbers and performs system maintenance transactions of assigned area. Responds to problems and inquiries from accounting system users requiring detailed knowledge of policies, procedures, systems and regulations of assigned area.	Daily 20%
2.	Collects, maps, measures, analyzes and evaluates business and technical processes, identifying options for improvement and acting as the liaison between finance, human resources and technology. Re-engineer business processes by elevating the efficiency and effectiveness of those business processes that exist within the finance department and across business services. Make recommendations regarding project feasibility, priority, schedules and implementation using clear, concise, grammatically correct written and verbal communications to multiple levels of staff.	Daily 15%
3.	Coordinates the accounts payable and grant accounting processes to ensure achievement of departmental goals, as well as the overall goals of the District. Researches, analyzes and summarizes information relating to District expenditures and other projects. Composes edits and implements analytical information for management use. Analyzes accounts payable aging for propriety. Directs the accounts payable and grant accounting staff in compliance of government regulations, district policy and procedures, UFARS and grants. Reconciles State Aid Revenue received from the Minnesota Department of Children, Families and Learning. Creates and maintain spreadsheets and reports related to audits, expenditures, general education revenues and other projects. Examines records and accounts on a periodic basis for the purpose of determining the accuracy, reliability and completeness of financial records and report. Reconciles payable accounts and prepares adjusting entries, as necessary.	Daily 20%
4.	Maintains and prepares a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data and participates in the preparation of reports and recommendations; maintains and prepares financial, accounting, and statistical studies and reports. Assists in the preparation of the annual financial statements single audit, and various audit worksheets and monthly reconciliations	Monthly 15%



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5.	Serves as the subject matter expert and conduct quality control audits of data inputted in the integrated systems of finance. Provides technical assistance to staff of the finance department in resolving day-to-day systems or business problems, including specific project support or computer-based applications.	Weekly 15%
6.	Identifies bad debt accounts that need to be sent to collection agencies. Updates bad debt spreadsheets and reconciles to monthly statements from collection agencies. Sends out new collection accounts to agencies as presented by other departments.	Weekly As required
7.	Supervises, directs and assigns the duties of the accounts payable, , accounts receivable and grants staff. Promotes high morale and recognition for quality of work. Coordinates the development of employer expectations and performance appraisals. Creates a positive atmosphere for communications between management and staff. Resolves daily operating problems. Communicates with staff to solve problems through staff and individual meetings.	Daily 5%
8.	Monitors the District's expenditures to ensure adherence to UFARS account codes and District policy. Communicates, educates and directs accounting staff regarding proper account coding for UFARS reporting and adherence to District policy.	Daily 5%
9.	Provides for student activities accounting, including monitoring all co-curricular and extracurricular activities of the District, and reviewing monthly reports prepared by sites for propriety. Approves all student activities journal entries for inclusion into the District's general ledger accounts. Prepares the District's year-end student activities financial statements.	Daily 5%
10.	Performs other duties of a comparable level or type.	As required.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in Accounting, and at least five years of progressive general accounting experience and professional level experience with general ledger accounting in a non-profit or governmental setting;; and up at least two years in first level management role with responsibility to manage a process and/or department function; or an equivalent combination of education, training and experience necessary to successfully perform the essential function of the position.



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Certification or Licensing Requirements (prior to job entry):

Certified Public Accountant (CPA) (Preferred)

Knowledge Requirements:

Requires knowledge of:

- Knowledge of and ability to use accounting principles, practices and procedures including governmental accounting, and computerized accounting systems. Accounting, auditing, budgeting and generally-accepted accounting principles and procedures.
- Understanding of balance sheet and income statement accounts.
- Financial statement preparation, as well as Uniform Financial Accounting Reporting System (UFARS) reporting.
- Familiarity with school district accounting policies and procedures.
- Knowledge of reports required for a school district, which include federal, state, local governance policies, and grant requirements.
- Computer applications, especially as applied to general ledger reporting and journal entry preparation. Knowledge of specific computer software, such as the Skyward enterprise software, the MS-Office Suite, including Excel and Word, and software for student applications.

Skill Requirements:

Skilled in:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Supervision, especially in dealing with employee-related concerns and conflicts.
- Strong problem solving and analysis skills for integrity purposes, performance and other related tasks.
- Advanced mathematical skills.
- Demonstrated ability to work independently and according to established schedules and plan the work of others.
- Demonstrated ability to perform standard accounting transactions and maintain accurate and orderly accounting records.
- Demonstrated ability to communicate effectively orally and in writing and to establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- Demonstrated ability to learn, apply, and communicate policies, procedures, and regulations relevant to assigned account functions and make basic mathematical computations rapidly and accurately.
- Demonstrated ability to develop and project budgets.
- Demonstrated ability to work with Senior Management advising them on process improvement initiatives.



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- Demonstrated ability to work under pressure and meet assigned deadlines.
- Communication skills, including verbal and written, and especially listening.
- Demonstrated ability to resolve complex accounting issues, which arise on a daily basis.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
General Environmental Conditions:				
<p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.</p> <p>The typical noise level is considered to be moderate.</p>				
General Physical Conditions:				
<p>Work can be generally characterized as:</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>				



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Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting, May, 2002. Revised June 2019.