

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, General Accounting	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor IV	FLSA:	Exempt
JOB CLASS CODE:	1462	WORK YEAR:	12 Months
DEPARTMENT:	Accounting Services	SALARY:	Range 22 Salary Schedule G2
REPORTS TO:	Director, Accounting Services	BOARD APPROVAL: BOARD REVISION:	07-21-03

BASIC FUNCTION:

Supervise, plan, organize, coordinate, and direct the various district accounting and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities; train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, plan, organize, coordinate, and direct the various district accounting and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Monitor and adjust workflow and assignments to meet established timelines; supervise general accounting and accounts payable functions. **E**

Maintain district ledger accounts including cash, investments, accounts receivable, and accounts payable; work with auditors on audit of year-end balances on the ledger; supervise district-wide billable receivable accounts and accounting for elementary and middle school student activities. **E**

Supervise and participate in the preparation of district payroll reporting for annual and quarterly statements; assure compliance with federal and state rules, regulations, policies, and procedures; co-maintain district-wide payroll liabilities accounts, such as state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities. **E**

Provide the Internal Revenue Service with year-end tax information on non-employee compensation (1099-Misc). **E**

Assure that financial income and expenditure transactions and records are in compliance with federal, state, and county rules, regulations, and requirements and that district policies and procedures are met; assure compliance with audit requirements. **E**

Communicate with various district and county departments, vendors, and personnel to answer questions, obtain information, arrange payment, or resolve discrepancies and issues. **E**

Provide the County Treasurer’s Office and the County Office of Education cash flow information on accounts payable check runs. **E**

Prepare complex financial and statistical reports and summaries related to accounting operations and activities; review financial reports, receipts, disbursement records, and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary. **E**

Provide technical expertise and training regarding interpretation of laws, rules, and regulations governing the receipt and disbursement of funds. **E**

Perform internal audits; check and review a variety of records, accounts, and reports for accuracy, conformance, and timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds, and processing and payment of invoices and other accounts payable. **E**

Evaluate the district automated accounting system; troubleshoot and resolve data discrepancies, incorrect coding, and equipment malfunctions. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business administration, accounting, or closely related field, and nine years increasingly responsible experience in financial and statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

- Keyboarding 65 Correct WPM
- Word 95% Overall Score
- Excel or Access..... 95% Overall Score
- General Accounting 95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and auditing principles, practices, and procedures.
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting reports.
- District and county accounting procedures.

Technical aspects of field of specialty.
 Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
 District organization, operations, policies, and procedures.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Interpersonal skills using tact, patience, and courtesy.
 Operation of a computer terminal, applicable software, and other office equipment.
 Principles and practices of effective supervision.
 Health and safety regulations.

ABILITY TO:

Supervise, plan, organize, coordinate, and direct the various district accounting and financial activities requiring independent judgment and analysis.
 Recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities.
 Supervise, train, and evaluate the performance of assigned staff.
 Assure compliance with applicable district policies, procedures, and governmental regulations.
 Apply applicable sections of State Education Code and other applicable laws.
 Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
 Communicate effectively, and maintain cooperative relationships.
 Analyze situations accurately, and adopt an effective course of action.
 Prioritize, schedule, and assign work.
 Perform difficult and complex accounting work in the preparation, verification, maintenance, and processing of district accounting records.
 Operate a computer terminal to enter data, maintain records, and generate reports.
 Push, move, and lift light objects according to safety regulations.
 Read, interpret, apply, and explain rules, regulations, policies, procedures, and governmental regulations.
 Understand and follow oral and written directions.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, proofread documents, and monitor office activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; pushing, moving, and lifting light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

APPROVALS:

Carol Mignone, Interim Chief Personnel Officer

Date

Chuck Mc Cully, Interim Superintendent

Date