

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Supervisor, Accounting**

**Salary Grade: 31**

**Salary Schedule: Classified Management**

**Department/Site: Finance**

**Reports to/Evaluated by: Assistant Director, Budget & Finance**

**FLSA: Exempt**

### **SUMMARY**

Under general direction, this position plans, organizes, and supervises the Accounting Department's functions, ensuring timely invoice payments, accurate processing of deposits, and issuance of accounts receivable invoices and statements. The Supervisor performs accounting work according to standard accounting principles, established procedures, departmental guidelines, and applicable regulations. This role requires independent and technical judgment to produce reports, recommendations, and financial statements.

### **DISTINGUISHING CAREER FEATURES**

Advancement to this level requires comprehensive knowledge of accounting principles, practices, and theory, as well as a thorough understanding of CUSD accounting practices. Prior supervisory experience or training is desirable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises professional and para-professional accounting staff.
- Oversees the disbursement of funds and the collection of District revenues.
- Processes payments, executes check dispersal, and prepares related reports.
- Initiates communication and corrective actions as needed.
- Maintains and reviews compliance with internal accounting controls.
- Conducts technical research.
- Supervises and leads staff to foster high morale and efficiency.

### **QUALIFICATIONS**

- Knowledge of: Accounting and bookkeeping principles, practices, and methods. Understanding of District and departmental operations, policies, and procedures.
- Ability to: Interpret and apply rules, regulations, policies, and procedures. Proficiency in analyzing financial data and preparing clear, concise financial statements and reports. Strong supervisory skills, including the ability to train, evaluate, and motivate staff. Effective oral and written communication skills, including the ability to explain technical concepts. Excellent interpersonal skills, demonstrating tact, patience, and discretion.

- **Working Conditions:** The role requires sufficient hand-eye-arm coordination for computer use and office equipment operation, as well as visual acuity for reading and auditory ability for phone and in-person communication. Work is performed indoors with minimal safety considerations.
- **Education and Experience:** Completion of an associate degree with college-level coursework in accounting, bookkeeping, or business practices, supplemented by five (5) years of progressively responsible accounting experience. Additional experience may substitute for education. One (1) year of supervisory experience is preferred.