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<b>Position:</b>	Supervisor, Accounting	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Finance	<b>Salary Grade:</b>	29
<b>Reports to/Evaluated by:</b>	Assistant Director, Budget & Finance	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Under general direction, plans, organizes and supervises the duties of the Accounting Department to ensure prompt payment of invoices, preparation of funds received for deposit, and issuance of invoices and statements for accounts receivable. Performs accounting work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Position exercises independent and technical thought produce reports, recommendations, and statements.

**DISTINGUISHING CAREER FEATURES**

To advance to this position, an individual must demonstrate knowledge of the full range of accounting principles, practices and theory used in accounting. Must also demonstrate thorough knowledge of CUSD accounting practices and principles. Desirable for prospective incumbents to have prior supervisory experience and/or supervisory training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises professional and para-professional accounting work. Supervises the disbursement of funds, and collection of revenue for District funds.
- Processes payments and executes check dispersal and prepares reports. Initiates communication and corrective actions with the County Treasurer’s Office as needed.
- Reconciles District bank accounts to general ledgers and prepares all deposits to Fresno County Treasurer.
- Audits financial data and documents to assure accuracy, completeness and compliance with district policies and procedures and applicable government regulations.
- Conducts internal audit and budgetary control over payment of invoices ensuring accuracy and compliance with all local, state and federal policies and guidelines.
- Assists with preparation of various reports including tax reports and 1099s. Coordinates payments and reimbursements, and reconciles bank statements for various bank accounts, e.g., Worker’s Compensation, Clearing Accounts, and Revolving Funds.
- Maintains supporting records of financial transactions; assists in the provision for the custody, handling and safekeeping of cash.
- Assist in the preparation of income tax reporting to federal and state governments.

- Communicates with vendors to negotiate solutions, resolve issues and obtain authorizations.
- Provides assistance to District personnel regarding accounting policies, procedures and requirements. Act as resource for questions regarding budgets, accounts and related information. Provide technical expertise and direction regarding accounting issues and discrepancies. Coordinate activities with other departments and personnel.
- Hires, trains and supervises accounting staff. Evaluates performance of accounting personnel, recommends disciplinary and other personnel related actions if necessary. Develops action plans, goals and training if needed.
- Initiates and/or attends department and intra-District meetings.
- Performs other duties as required to accomplish the objectives of the position.

**Knowledge and Skills:** Comprehensive professional technical knowledge of generally accepted financial accounting principles and practices for double entry and governmental accounting. Comprehensive knowledge of audit requirements including schedules and documentation. Comprehensive knowledge of automated accounting systems and relational databases. Comprehensive knowledge of the laws governing accounting transactions and financial reporting. Comprehensive knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires well-developed oral language and writing skills to prepare procedures and reports. Requires strong communication skills, including tact, patience and discretion, sufficient to communicate technical concepts to others and to communicate with individuals inside and outside of the District. Requires sufficient human relations skills to exercise patience and discretion in communications with others inside and outside the organization, and to communicate technical concepts to others. Must know and understand the practices and principles of supervising staff.

**Abilities:** Requires the ability to work within, maintain, and review compliance to internal accounting controls. Requires ability to initiate and conduct technical research. Must be able to supervise and lead staff in a manner which encourages high morale and efficiency.

**Physical Abilities:** Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.

**Education and Experience:** The position typically requires completion of an associate degree with college-level curriculum in accounting, bookkeeping, or business practices; supplemented by five (5) years progressively responsible experience in accounting duties. Additional experience may substitute for education. Preferable one (1) year supervisory experience.