



Job Title: Accounting Supervisor

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 29

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to plan, supervise, and inspect skilled accounting and clerical work of accounting professionals and support staff, e.g., accounts payable/receivable, revenue, finance, treasury, bonds, investments, or payroll.

ESSENTIAL JOB FUNCTIONS

- Supervises, trains, and evaluates accounting professionals and support staff; Ensures accounting work is performed according to generally accepted standard accounting principles and regulatory requirements applicable to the work.
- Supervises, evaluates, and revises accounting activities, systems, and programs to meet School Board objectives, and local, state, and federal regulations.
- Participates in decision-making sessions with upper level management; Makes suggestions and recommendations and supplies accounting data which effectively contributes to the decision or policy-making process.
- Supervises data entry, posting, and records maintenance tasks relevant to accounting unit.
- Reviews inventory adjustments; works with warehouse on processing and posting issues; works with IT consultant to address problems and refine processes.
- Performs complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Investigates, analyzes, and performs reconciliation tasks for highly complex accounting discrepancies.
- Supervises accounts filing systems and data bases; Ensures all accounting logs, reports, ledgers, files, databases, and spreadsheets are updated accurately and efficiently.
- Maintains open communication with schools/departments, banking institutions, and vendors for the dissemination of information.
- Interprets district accounting policies and procedures; Researches federal and state accounting laws; Facilitates the resolution of problems through the application of policies and procedures.

- Communicates with banks and institutions to initiate debt service payments and maintains amortization schedules.
- Prepares debt service budgets and amendments and notes for AFR.
- Balances and processes daily batches, checks, and payroll deductions.
- Conducts and supervises various special fiscal research and reporting projects.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Accounting, Finance, or closely related field from an accredited college or university.
- Three (3) to five (5) years of professional accounting experience.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervising, training, and evaluating principles and practices.
- Requires the ability to display knowledge of principles and practices of general governmental and fund accounting and budget management including methods of preparing financial reports and financial statements.
- Requires the ability to display knowledge of techniques of financial strategic planning.
- Requires the ability to display knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation and the supervision of employees.
- Requires the ability to display knowledge of applicable laws, codes, and regulations for assigned financial operations.
- Requires the ability to display knowledge of computer applications related to the work.
- Requires the ability to display knowledge of records management principles and practices.
- Requires the ability to act as a supervisor.
- Requires the ability to plan, organize, and administer a comprehensive financial program.
- Requires the ability to administer programs and staff through subordinate supervision.
- Requires the ability to plan, organize, direct, review, and evaluate the work of others.
- Requires the ability to train others in policies and procedures related to the work.
- Requires the ability to interpret, explain, and apply principles and practices of general, fund, and governmental accounting.
- Requires the ability to use initiative and independent judgment within established procedures and guidelines.
- Requires the ability to perform highly complex mathematical computations and tabulations accurately and efficiently.
- Requires the ability to perform and analyze highly complex accounting work and financial analysis.
- Requires the ability to recognize and report deviations through audit programs.
- Requires the ability to interpret, apply, and explain federal, state, and local laws related to the area of responsibility.

- Requires the ability to prepare clear and concise reports, correspondence, and other written materials.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned unit/division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: grasping, handling, fingering, reaching, stooping, hearing, lifting, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: