

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Supervisor, Accounting	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Fiscal Services	<b>CLASSIFICATION:</b>	Supervisory
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	May 19, 2021	<b>SALARY:</b>	E-17 Management Salary Schedule

**BASIC FUNCTION:**

Plan, organize, supervise and participate in the efficient and timely preparation of the District accounts payable, accounts receivable, and cash receipt activities to provide timely delivery of high quality services; ensure maintenance and accuracy of comprehensive accounting records; hire, train, supervise, evaluate and provide clear expectations to assigned staff; implement and review current internal controls for compliance and ensure payments are being made accurately; operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements initiatives.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)**

Plan and organize work activities for the Accounting Office; establish priorities, hire, train, supervise, and evaluate the performance of District accounts payable, accounts receivable, and cash receipt personnel; ensure timelines are met; project accounting facilities, equipment, and personnel requirements. Ensure all timelines are met to provide accurate and timely delivery of high-quality services to all sites, departments, and all employees within the district. *E*

Monitor automation of electronic processes, develop documentation and provide training and supports to staff. *E*

Create and implement reports to measure performance and efficiency and to track and monitor. Provide reports timely to fiscal management team. *E*

Interpret day-to-day business objectives and preparation/execution of operational practices. Ensure team members acquire necessary skills and performance attributes, in line with business development needs. Provide clear training and supervision, and evaluations of all staff. *E*

Provide technical expertise and respond to questions or complaints in a timely manner, regarding interpretation of laws, rules, regulations, and contracts governing District accounting records. *E*

Communicate with vendors and employees in a timely manner to arrange payment or resolve discrepancies as necessary to provide timely delivery of high-quality services; assist assigned personnel with difficult, complex, and unusual issues. *E*

Provide customer service and communicate with District personnel to obtain and provide information, resolve discrepancies, ~~and~~ correct errors and provide delivery of high-quality services in a timely manner. *E*

Review and direct District invoice preparation and follow-up letters for delinquent accounts to ensure the financial viability of the district. *E*

Process and record specialized accounting transactions and related services accurately and in a timely manner; process paperwork. *E*

Ensure maintenance and accuracy of District accounting records; monitor maintenance of mailing lists, files, and records. *E*

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

Ensure compliance with a variety of laws, regulations, established procedures and District policies concerning the accounts payable, accounts receivable and cash receipt functions. *E*

Provide information and assistance for the preparation of a variety of accounting related reports; prepare quarterly and annual accounting reports. *E*

Monitor and assign duties and functions related to District inventory control; maintain records of burglary and vandalism; send, prepare and reconcile inventory reports. *E*

Participate and attend staff and District meetings as required; conduct accounting staff meetings; interpret directives and communicate to accounting staff.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE: Required prior to employment.**

Any combination equivalent to: Bachelor’s degree or equivalent experience such as four years of increasingly responsible financial record-keeping experience in an automated accounting environment.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Financial and statistical record-keeping techniques.

Current policies and procedures involved in preparation, verification, maintenance, and processing of District accounting records.  
Principles of accounting, bookkeeping, and financial record-keeping  
District and County accounting procedures.  
Applicable sections of State Education Code and other applicable laws.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.  
Principles and practices of supervision, training and providing work direction.  
Technical aspects of field of specialty.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies, master bid agreements, objectives and goals.

**ABILITY TO:**

Plan, organize and direct the work activities and special projects of an assigned Accounting area(s).  
Interpret, understand, apply, and explain laws, procedures, and regulations pertaining to accounting procedures and policies.  
Maintain accurate, timely and interrelated financial, accounting and related records.  
Work independently with discretion and many interruptions.  
Analyze situations accurately and timely and adopt effective courses of action.  
Plan, organize and prioritize work to meet schedules and timelines.  
Train, supervise, evaluate and provide clear expectations to assigned personnel.  
Apply applicable sections of State Education Code and other applicable laws.  
Establish and maintain cooperative and effective working relationships with others a diverse range of people.  
Learn new or updated computer systems/programs or skills to apply to current work.  
Communicate, understand, and follow both oral and written directions effectively.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Assist in sustaining and monitoring the financial viability of the district.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate office equipment; sitting or standing for extended periods of time, seeing to review and analyze complex records and reports, hearing and speaking to exchange information related to the accounting function; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***