

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ACCOUNTING SUPERVISOR

BASIC FUNCTION

Under direction, to analyze accounting practices and past budgets; to organize, coordinate, and supervise the compilation of a variety of materials and documents for use in the District budget preparation and accounting processes; to review, monitor and supervise revenue and account audits and prepare fiscally related statistical and analytical reports; to organize, coordinate and supervisor the input and extraction of budgetary forecasts and preliminary budget planning and the development of the final budget document; and to do other related work as directed.

ESSENTIAL JOB FUNCTIONS

- Analyzes and evaluates budgetary fund, account and allocation requests and coordinates and supervises the development of comparative budgetary and account analysis.
- Advises and assists site and work location personnel in the development of preliminary budget allocation requests and in the refinement of programs and fund accounting procedures.
- Coordinates and supervises the performance of a variety of technical and analytical analyses to ensure that guidelines and operational procedures are adhered to in the accounting, budget maintenance and expenditure control processes.
- Supervises and participates in the development of related accounting, budget and fiscal analytical records, reports, and summaries.
- Organizes, designs and develops preliminary budget planning documents and forms.
- Audits and reviews general fund and special project accounts, and calls attention to accounts and funds not adhering to expenditure control guidelines and procedures.
- Recommends corrective action in solving accounting, budget and expenditure control problems, issues, and concerns.
- Coordinates and supervises the preparation of management informational reports pertaining to the status of the District's financial position.
- Assists, counsels and provides direction to accounting clerical personnel and others in resolving unusual accounting, budget and expenditure control related problems, issues and concerns.
- Reviews, monitors and evaluates the performance of accounting and budget clerical personnel, and negotiates employee performance improvement plans.
- Coordinates and participates in the preparation of accounting, budget and fiscally related reports required by County, State and Federal agencies.
- Designs, develops and recommends improved accounting and budget control record management and reporting systems and procedures.
- Organizes and directs the functions and activities pertaining to the posting and inputting data into an automated record management, storage and retrieval system.
- Requests output reports, and evaluates and verifies them for completeness and accuracy.
- Performs a variety of technical and highly responsible accounting functions
- Responds to external auditors by providing requested accounting and budget data.
- Performs informational and statistical research studies relative to revenue forecasting and fiscally related matters.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Perform responsible and technical analysis and planning and account expenditure control functions.
- Prepare fiscal, statistical and narrative reports in a clear and concise manner.
- Effectively review, audit and verify accounts, budget control and related summaries and reports.
- Serve as a resource to a variety of personnel pertaining to accounting and budget planning and control.

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Knowledge of:

- Principles, practices and procedures of school district accounting and budget record management and reporting.
- Legal mandates, policies, regulations and guidelines pertaining to budget planning and accounting record management and reporting processes.
- Computer assisted accounting and budget control systems, programs and equipment.
- Accounting and budget development theories and principles.
- Organization and supervision methods, techniques and strategies.

Ability to:

- Motivate and provide effective direction and supervision to accounting and budget control clerical personnel.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience, education and training that would provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Four years of analytical and technical accounting and budget control record management and reporting experience, including one year in a lead or supervisory capacity preferably in an educational agency.

Education:

Equivalent to the completion of an Associate of Arts degree, supplemented by training and at least fifteen (15) units of coursework in accounting, budget analysis and control or other fiscally related areas. Exemplary experience may be substituted for the Associate of Arts degree.