

Job Title: Supervisor of Accounting
Position Code:
Job Classification: Exempt

Supervisor: Director Accounting & Finance
Pay Grade: 46
Contract Length: 245 Days

Job Summary

Position is responsible for supervising accounting staff in the daily operations of all division accounting functions including accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts and grants accounting. Position performs complex and professional accounting and analysis, financial reporting, cash management and division funds oversight. This position processes and ensures accurate and timely month-end/year-end accruals and reporting. Position acts as the primary Deputy Fiscal Clerk, and is thus responsible for disbursement and proper recording of district funds. Under the direction of the Director of Accounting and Finance position assists in the preparation of records and financial reports for submission to various regulatory and other governmental agencies as well as applicable authoritative pronouncements, policies, procedures and applicable state, federal and local laws. This position monitors division funds financial status and compliance with legal appropriations. Position acts as primary resource for school bookkeepers regarding accounting procedures for school activity funds, conducts mini-audits of their financial records and provides direction in the efficient use of accounting software modules to create accurate representation of transactions and reports.

Essential Duties

1. Supervises accounting staff in the processing, recording and reconciling of a wide variety of financial data.
2. Oversees all financial accounting activities and provides guidance concerning accounting functions regarding federal and state regulations. Maintains accurate and up-to-date general ledger funds and accounts.
3. Responsible for effective supervision and administration of the Accounting Department to include selection, training and performance management.
4. Act as primary Deputy Fiscal Clerk, reviews, approves and posts all payments to vendors. Records receipt of EFT's, checks and cash received by NNPS and deposits all checks and cash. (This does not include CNS fund cash, checks or credit card deposits.)
5. Assists Director of Accounting and Finance in the preparation and submission of all financial reports for the school division, whether, annually, quarterly or monthly. These include reports to the School Board as well as financial reports for management. Financial reports include the School Board's Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP), auditing standards for an unqualified opinion, Government Finance Officers Association program standards, Association of School Business Officials program standards and other applicable authoritative pronouncements. This includes obtaining actuarial data needed for the CAFR.
6. Assists in preparations and execution of annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detailed financial schedules and statistical accounting data to include any inquiries and requests. This includes the annual audit of school activity funds.
7. Acts a staff resource for school bookkeepers and principals in regarding school activity funds and monitors their monthly reports.
8. Oversees the review of purchasing card (PCard) transactions for compliance with division policies and procedures.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Accounting and Finance or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a bachelor’s degree in business, finance, accounting, or a related field and some related experience in accounting; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Master's Degree in Business Administration (MBA) or Public Administration (MPA) preferred. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Must have 3-5 years of experience in Governmental Accounting and Finance as a Principal Accountant or similar position. Considerable experience in a supervisory role as well as coordination of complex Public-School Accounting, Financial Reporting, and Intergovernmental Grants. Must possess a comprehensive knowledge of, and the ability to practically apply, accounting practices and procedures. Working knowledge of Microsoft Excel, Word, and Access preferred. Must possess excellent analytical and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those, which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Accounting Department Staff

Supervision Received: Director Accounting and Finance

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Accounting will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Accounting and Finance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date