



Leadership • Collaboration • Support

JOB TITLE: Internal Business Services Accounting Supervisor

Classified Managers Salary Schedule, Range 11

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general direction of the Internal Business Services Manager, this classification leads and directs the work of accounting professionals and technical employees. Provides technical and procedural assistance to administrators, program managers, and staff. Provides training and technical support to county office employees regarding computer business applications. Assists in the coordination, organization and performance of complex professional budget and accounting computations, recording, reporting, auditing, and review of financial transactions.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience:

Generally, any combination equivalent of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical method to obtain the required knowledge and abilities would be directly related and progressively responsible experience in accounting and budgeting at the professional level, including experience in school or governmental accounting, and experience with governmental business systems software.

Knowledge of:

- Governmental accounting and business systems software.
- Accounting and budgeting principles, practices, and methods; governmental accounting preferred.
- Financial and statistical record keeping and reporting practices and techniques.
- Legal requirements for record retention, as it pertains to accounting records.
- Proper internal controls and audit principles and practices.
- Operation of standard office equipment, personal computers, and software such as Microsoft Excel and Word; proficiency in Excel strongly desired.

- Education code, government code, labor code, state and federal laws and generally accepted accounting principles (GAAP), as they pertain to school and charter school finance and apply as appropriate.

Ability to:

- Develop, prepare, and maintain complex accounting, budgeting, and auditing systems, including procedures and processes.
- Prepare and analyze clear and comprehensive financial statements and reports.
- Read and interpret financial information necessary to competently perform duties.
- Effectively utilize automated accounting information systems and governmental business systems software applications.
- Interpret and apply appropriate laws, rules, and regulations.
- Coordinate multiple projects simultaneously.
- Establish and maintain effective working relationships in the course of duties and assignment.
- Communicate effectively, both orally and in writing.
- Direct, lead, and supervise the work of others.
- Assist in the dissemination of organizational culture using the servant leadership skills of collaboration, support, and the demonstration of leadership.

ESSENTIAL DUTIES

- Assists with the coordination and/or performance of workshops on accounting principles using governmental business systems software and procedures.
- Assists with the coordination, planning, and organization of the operation and maintenance of accounting and budgetary items in Internal Business Services, including payroll, accounts payable, accounts receivable, financial reports, and special projects.
- Advises and assists accounting personnel with fiscal reporting and operations.
- Assists in the gathering, classifying, and summarizing of data, as in the compilation of financial reports.
- Researches and analyzes budget and financial discrepancies and recommends a course of action to resolve problems.
- Tracks fixed asset inventory and surplus.
- Assists in the review and preparation of contractual agreements.

- Assists in the coordination of internal and external audits.
- Assists in the gathering, classifying, and summarizing of data, as in the compilation of financial reports.
- Researches and analyzes budget and financial discrepancies and recommends a course of action to resolve problems.
- Prepares, reviews, and recommends revisions to accounting procedures and instructions for assigned areas of responsibility.
- Supervises, coordinates, and directs the work of internal business staff.
- Performs other related duties as assigned

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational unit.

The work consists of complex professional duties at a supervisory/management level of job performance within the classified management system.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (15%)	Sitting (70%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
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Lifting – lbs. (0-40)	Lifting (2)	Bending (3)
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Pushing and/or Pulling Loads (1)	Reaching Overhead (2)	Kneeling or Squatting (3)
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Climbing Stairs (2)	Climbing Ladders (0)
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