

DESERT SANDS UNIFIED SCHOOL DISTRICT
Classified Personnel Services

Classification:
Employment Category:

ACCOUNTING SUPERVISOR
Management/Supervisory

Salary Range: 25
FSLA Designation: Exempt

Job Summary:

Under the direction of the Director of Fiscal Services, plan, organize, direct, manage and evaluate District accounting, budgeting and payroll activities; manage and direct fiscal year-end closing process; establish and revise accounting and payroll processes and procedures; conduct accounting and budget analysis; and provide complex staff assistance to the Director of Fiscal Services and site/department managers.

Essential Job Functions:

- **Advise** administrators, school site staff and District staff regarding various fiscal policies and procedures, financial/budget system utilization, and other financial and budget related issues on a regular basis.
- **Assist** Director of Fiscal Services in preparation of District annual and interim budgets, including data for projection of income and expenditures by programs and funds.
- **Design** and conduct audits of District funds and accounts, prepare year-end financial data for annual audit, prepare audit schedules and act as liaison with external auditors.
- **Direct** and oversee regular reconciliation of all District funds, including all balance sheet accounts..
- **Direct**, oversee and participate in the development of work duty assignments, projects and programs, monitor work flow, develop and implement policies and procedures, review and evaluate systems, and methods.
- **Oversee** and review all funds received and deposited in the County Treasury.
- **Plans**, supervises and evaluates the work of department staff; develops, implements and monitors work plans to achieve group mission, goals, and performance measures.
- **Prepare** and present fiscal, statistical, financial/budget analysis and narrative reports in a clear and concise manner.
- **Reviews** financial transactions to assure conformance to district, county, state and federal policies, rules, regulations and codes; assures that funds are budgeted, controlled, accounted for, reconciled and audited according to acceptable accounting practices and legal requirements.
- **Prepare**, plan and manage fiscal year-end closing process to assure validity and accuracy of the District's financial data.

Other Job Functions:

- **Assists** other department personnel for the purpose of supporting them in the completion of their work.
- **Performs** special analyses and projects as assigned by Director of Fiscal Services.
- **Attends** various meetings and conferences for the purpose of maintaining skills, providing and/or gathering information.

Essential Job Requirements – Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill in analyzing situations accurately and adopting an effective course of action. Skill in the use of English in both written and oral communications. Knowledge of the federal and state rules, regulations and policies pertaining to fiscal services. Knowledge of fiscal and accounting rules and regulations. Knowledge of computer hardware and software and applicable software applications. Ability to make administrative decisions and plan and manage projects.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification; have the ability to occasionally lift moderately heavy objects weighing up to 52 pounds, frequently lift up to 5 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other atmospheric conditions include Fumes/Odors: Copier and copier products; paper dust generated from the use of paper goods, dust, etc.
- **Education and Training Required:** Bachelor's degree in Accounting, Business Administration, Public Administration, or related field and three (3) years of experience in accounting, budgeting and/or finance which included one (1) year of supervisory experience; OR an Associate's Degree in Accounting or equivalent and, five (5) years of increasingly responsible experience in accounting, budgeting and/or finance which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must possess or have the ability to obtain a valid California Driver's license.