

DAVIS JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:

Supervisor of Accounting & Budget

Basic Function:

Under the direction of the Director of Fiscal Services, the Supervisor of Accounting and Budget supervises the accounting functions and staff of the District; performs complex and technical accounting related transactions to maintain the District's financial records in accordance with accounting standards; assists in budget planning and provides ongoing budget analysis, monitoring, and reporting.

Essential Functions:

1. Supervises the District accounting operational functions and staff including payroll, accounts receivables, accounts payables and other general accounting.
2. Performs complex and technical accounting functions in the maintenance and analysis of District's financial records including special program/project funds.
3. Supports and administers procedures and processes of the District's position control system.
4. Prepares analytical, statistical, and other reports as requested for internal or external sources.
5. Prepares journal vouchers and performs reconciliations to produce accurate periodic financial reports in accordance with generally accepted accounting procedures, California School Accounting Manual (CSAM), and other applicable accounting standards.
6. Reviews financial and budget procedures, techniques, and methods.
7. Recommends new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations.
8. Trains district staff to perform transactions according to requirements.
9. Provides assistance in all phases of budget development including preparing budget projections and supporting schedules; monitors and reports on budget data including revenue and expenditure account status.
10. Provides analysis and recommendations concerning budgetary allocations; reviews and processes requests for budget adjustments; answers questions and compiles special reports for site and department use in budget tracking and reporting.
11. Audits financial data and documents to ensure accuracy, completeness, and compliance with District policies, procedures, and applicable government regulations; conducts audits associated with student body funds to ensure proper internal controls are adhered to and recommends changes to policies and procedures to improve internal controls.
12. Organizes, supervises, and shares in the work of department staff; assigns employee duties and reviews work.
13. Trains and evaluates the performance of assigned personnel.
14. Provides technical expertise, training, and direction to administrators and personnel concerning accounting and budgetary functions.
15. Responds to inquiries and provides detailed and technical information related to accounting, budgets, standard practices, records, and policies and procedures.
16. Performs related duties as assigned.

Demonstrated Knowledge:

- Knowledge of generally accepted accounting principles and standards, Governmental Accounting Standards Board (GASB) standards for accounting and financial reporting for government agencies, and the California School Accounting Manual.
- Knowledge of methods and procedures used to forecast, budget, and account for program costs.
- Principles and practices of governmental budgeting; laws, regulations, rules and codes applicable for the financial administration of a school district.
- Knowledge of proper internal controls and audit principles and practices.

Demonstrated Abilities:

- Technical expertise in accounting, financial principals, and procedures, especially as they pertain to governmental and California school district accounting.
- Proficiency in governmental accounting, including financial statement preparation and methods of financial control and reporting.
- Must be able to prepare clear, complete, and concise financial records and statistical reports, analyze accounting and budget data, and make sound recommendations.
- Ability to operate standard office equipment including a computer and assigned software programs.
- Ability to work independently including applying initiative and judgment in resolving problems.
- Ability to consistently perform under the pressure of deadlines and other administrative demands.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Exercise sound professional judgment within general policy guidelines.
- Ability to efficiently plan, organize and supervise the work of department staff.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain a cooperative and effective working relationship with those contacted in the performance of required duties.

Education Required:

- High school diploma or equivalent is required
- Graduation with a bachelor's degree in accounting, finance, business administration, or closely related field; or any combination of training, education, and experience equivalent to graduation from an accredited college or university with a bachelor's degree.

Experience Required:

- 5 years or more of experience in financial accounting and/or budgeting.
- 3 years or more of supervisory experience preferred.