

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|---------------------------------|------------------------|--------------------------|
| TITLE: | Financial Accounting Supervisor | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Finance Division | CLASSIFICATION: | Classified |
| FLSA: | Exempt | SALARY GRADE: | 050 AASD Supervisors' |
| REVISED: | September 3, 2002 | | |

BASIC FUNCTION:

Plan and supervise the functions, activities, and personnel of the General Accounting Unit within the Financial Accounting Department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in establishing and implement district accounting policies and procedures pertaining to the areas for which the General Accounting Unit has assigned responsibility. **E**

Supervise the operation of the district's financial books of record including the opening, posting, adjusting, and closing of general ledger and subsidiary ledger accounts for all district funds, excluding Food Services. **E**

Prepare or supervise the preparation of complex financial, statistical, and analytical reports and statements to support the district's financial activities. **E**

Assist in establishing and implement financial policy revisions as necessary. **E**

Interpret district accounting and financial policies and methods for the district's management team. **E**

Supervise the preparation of district income projections used in budget development and other financial planning activities. **E**

Review, analyze, and report on financial implications of all legislation pertaining to areas for which the General Accounting Unit has assigned responsibility. **E**

Supervise the district's cash management process and invest surplus funds in the public market or borrows funds from the private sector or County Treasurer when required. **E**

Supervise the district's accounts receivable function including the preparation of claims, invoicing, and collection of revenues due the district. **E**

In cooperation with the Budgets and Cost Controls Director, supervise financial control over all externally funded projects and other programs for which the district receives separate funding. **E**

Contact, meet, and confer with governmental officials and district staff at all levels and with statewide school business organizations regarding accounting, financing, and financial reporting requirements and the development of new or revised reporting systems. **E**

Assist contract auditors in the performance of fiscal and compliance audits. **E**

Assist in the development of the budget for the Financial Accounting Department. **E**

Maintain contacts and confer with financial and legal consultants, investment rating services, and investment groups in matters related to the sale of tax and revenue anticipation notes and act as district representative as required. **E**

Prepare or supervise the preparation of complex and detailed cash forecasts. **E**

Supervise the calculation and reporting of the district's appropriations limit (Gann Limit) and revenues subject to the appropriations limit. **E**

Supervise the operation and maintenance of a large microcomputer LAN in the support and performance of the district's financial activities. **E**

Supervise the maintenance of specialized accounting systems for calculating the district's sales and use tax liability and the filing of related tax returns. **E**

Supervise the Federal Impact Aid Survey function of the district. **E**

Select, train, supervise, and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in accounting, business administration, finance, or closely related field and five years of full-time, progressively responsible fiscal experience, preferably in a public agency.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced financial analysis and accounting principles, systems, and procedures.
Reading and writing English communication skills.

ABILITY TO:

Apply advanced financial analysis and accounting principles, systems, and procedures.
Prepare complex financial studies.
Exercise sound judgment in preparing justifications and making recommendations
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Train, supervise, and evaluate the work of others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.30.04—PeopleSoft

Job Code 6850

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