

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Accounting Supervisor

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>3</b>	<b>1</b>
<b>DEPARTMENT:</b> Finance	<b>ACCOUNTABLE TO:</b> Director of Finance	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for maintaining the District accounting records. Duties include: balancing the District general ledger with county treasure fund ledger, reviewing and approving requisitions, running budget reports for student activity fund, completing cash management reports for federal grants, approving and processing travel claims for district employees, preparing payroll and other tax reports for the IRS and other agencies, and coordinating delivery of information to state agencies, reviewing and posting revenues received, maintaining and balancing the District checking accounts, updating files on general fixed assets, and evaluating and signing performance appraisals of assigned staff.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Accounting Supervisor is a stand-alone classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises, coaches and evaluates accounts payable, accounts receivable and property control technicians.	Daily	B3
2.	Serves as district's banker for all special revenue funds providing training to appropriate employees and facilitating transmission of information between district bank and County Treasurer. Processes payments for all construction jobs interacting with contractors, architects, engineers and the district's construction department.	Daily	B2
3.	Serves as the district's Student Activity Treasurer. Reviews and approves expenditures and records all revenues.	Daily	B2

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
----------	--	------------	-------------

# KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

## CLASS TITLE: Accounting Supervisor

4.	Prepares all deposits to the bank, County Treasurer and Trust Accounts. Monitors and records all revenue, allocating resources to appropriate funds. Audit and reconcile all funds monthly between bank, County Treasurer and district records.	Daily	B2
5.	Maintains files and prepare cash management and financial completion reports on all federal and state grants.	Quarterly	B2
6.	Prepares payroll and other tax reports for the IRS and state agencies and coordinate timely delivery of information to the appropriate agency.	Quarterly	B2
7.	Maintains records on bond sale proceeds, construction accounts and prepares the annual general fixed asset listing for buildings and improvements.	Quarterly	B2
8.	Performs internal audits as necessary and works cooperatively with external auditors as they perform the legally required annual audit.	Quarterly	B2
9.	Assists the Director of Financial Services in maintaining the budgetary system of the District, including preparation and reporting.	Quarterly	B2
10.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Generally Accepted Accounting Principles (GAAP);
- Mathematics;
- Federal and State laws relating to school finance.

**Skills** (position requirements at entry):

Skill in:

- Using a computer and related software including related office equipment;
- Reading and comprehending documents;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Accounting Supervisor

---

**Training and Experience** (position requirements at entry):

Bachelors Degree in Accounting, or closely related field, and three years experience performing accounting/auditing duties preferably in government or public school finance; or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Knowledge of Generally Accepted Accounting Principles (GAAP); knowledge of federal and state laws relating to school finance; experience in data processing and use of personal computer spreadsheets; proven supervisory experience preferred.

**Licensing Requirements** (position requirements at entry):

None required.

**Physical Requirements:**

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 8/99