



Accounting Supervisor

GENERAL PURPOSE

Under general administrative direction, reporting to the Executive Director of Business Services, the Accounting Supervisor commits to honoring the Mission and Vision of the East San Gabriel Valley ROP, manages, supervises, plans, directs, oversees, and coordinates the activities and operations of a full service accounting (A/P and A/R), purchasing, grants, cashiering, treasury, and payroll functions for the Business Office. This position participates in the development of departmental accounting policies and procedures; manages and supervises the preparation of the ROP's annual and mid-year budget; manages and supervises month-end closing and year-end closing, along with coordinating annual financial audit. Provide excellent customer service to visitors, students, staff, and ROP District Partners. Provide accuracy and transparency in work functions; accurate and timely filing of all physical and electronic documentation. Prepare correspondence, bulletins, memorandum and other communications and reports as assigned. Other duties as may be assigned

DISTINGUISHING CHARACTERISTICS

The Accounting Supervisor functions under the general administrative direction of the **Executive** Director of Business Services (CBO). This position supervises two accountants.

This single class position classification collaborates with the **Executive** Director of Business Services, performing accounting, supervisory and managerial duties; oversees the related work carried out in the Business Office Department.

ESSENTIAL FUNCTIONS:

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

- Commits to honoring the Mission and Vision of the East San Gabriel Valley ROP

Pending Board review July 29, 2021

Board Approved: January 25, 2021

Prior approved: December 12, 2020

- **Serve as a fully engaged and participating member of the Superintendent's Extended Cabinet, and serve on other committees or ad hoc group(s) as directed by the Executive Director of Business and/or Superintendent.**
- Plans, directs, coordinates, and performs all duties described in General Purpose, including accounting, internal control, and auditing activities – consistent with Schools Best Practices, recommends procedures to conduct activities in accordance with related laws, ordinances, rules, and regulations
- Provides assistance to the Director of Business Services, other ROP personnel, and the public regarding Business Services Department related issues.
- **Supervise the performance and professional growth plans of assigned classified staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules and assign duties.**

Required Day to Day Responsibilities –

- **Oversight of two Staff Accountant positions, and their day to day performance and responsibilities**
- **Oversight and management and administration of Position Control**
- **Oversight and Daily approval of General Ledger, Accounts Payable (A/P), Accounts Receivable (A/R), Billing, Budgeting, Purchasing, Inventory Control, Fixed Assets, Payroll, and Special Programs Activities**
- **General Ledger review and approval following review with Director of Business; Ensure accuracy of coding**
- **Other Day to Day responsibilities as may be assigned or required of the position**

Required Weekly Responsibilities -

- **Weekly reconciliations as provided by supporting staff**
- **Weekly Cash/Treasury Management report due to the Director of Business & Superintendent by the end of the first workday of each week**
- **Other Weekly Responsibilities as may be assigned or required of the position**

Required Month End Responsibilities -

- **Bank Reconciliation – Review, Approve Month End Accurate Bank Reconciliations**
- **Monthly Account Analysis – Review, Produce and Approve Month End Accurate Account Analysis**
- **Month End Cash/Treasury Management report due to the Director of Business Services and Superintendent by the end of the first workweek of each month (i.e. end of 5th business day beginning of each month)**
- **General Ledger – Review, Approve Month End Accurate General Ledger**
- **General Journal – Review, Approve Month End Accurate General Journal**
- **Grant Financial Analysis & Reporting – Review, Approve Month End Accurate Grant Internal & External Financial Reporting**
- **Month End Key Performance Indicators (KPI's) – Produce KPI Month End Accurate Report**

- Month End Checklist & Staff Leadership – Provide leadership with the Month End Checklist tool to all supporting staff. Incorporate strict deadlines of deliverables engaging the staff to meet or beat such deadlines
- Financial Reporting – Produce Accurate and Timely Month End Financial Reports by Grant, Program, Location, Division & Company Levels
- Financial Forecasting – Produce Accurate and Timely Month End Financial Forecast Reports by Grant, Program, Location, Division & Company Levels
- Finance Committee, Audit Committee, Board of Directors – Produce Month End Committees and Board of Directors Financial Package and Supporting Documents
- Other Month End duties and responsibilities as may assigned or required of the position

Annual Responsibilities -

- Maintains accurate and updated chart of accounts
- Budget – under leadership of the Executive Director of Business, Lead Annual Budgeting Process – Engage with staff, department leaders, Executive Director of Business, Superintendent, and other related parties as appropriate
- Policies & Procedures – Periodic Updates and Review
- Year End Closing process and procedure, develop and obtain approval for advanced notice of year-end cut-off date
- Year End Internal Financial Reporting –
- Year End External Financial Reporting – Grantors, etc.
- Audit – prepare for and coordinate annual financial audit with outside Auditors, and internal and external stakeholders,
- Annual Board Meeting – presentation of Audit, Audit findings and recommendations, and Management Improvement Plans (if necessary)

Payroll – Timekeeping – Taxes - Benefits

- Payroll Timekeeping, directly and through subordinates
- Allocation to appropriate departments, grants, division/locations, and pathways
- Process payroll, directly and through subordinates
- Accurate input of payroll accounting entries
- Balance General Ledger entries each payroll
- Update entry of new benefits as required
- Reconcile Benefits Allocations to General Ledger
- Reconcile Payroll Taxes to General Ledger
- Month End Balancing of all payroll activity to General Ledger
- Payroll Taxes reporting
- Annual W-2 Processing
- Annual Assistance of 990 Tax Filing – Payroll Related
- Policies & Procedures –periodic updates and review

General Requirements:

- Superb leadership skills. Ability to mentor, engage, lead, train, encourage staff in a positive manner. Be an example, provide stability, a positive work environment that supports growth and a sense of the ability to grow as a valued staff member.
- Ability to multitask under pressure while maintaining excellent customer service
- Excellent Time Management & Project Management Skills
- Effective office principles, procedures, practices, including filing systems, maintenance, telephone etiquette and report writing
- Sufficient knowledge of grammar, punctuation, vocabulary, and spelling
- Effective interpersonal skills using tact, patience, and courtesy
- ROP Policies and procedures related to accounting, purchasing and business activities
- District rules, regulations, policies, and procedures
- Applicable Local, State and Federal laws, codes, policies, and procedures
- Integrity
- Confidentiality

QUALIFICATIONS:

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying

Knowledge, Skills and Abilities:

Knowledge of

Methods and techniques of educational organization accounting and auditing including education - governmental accounting, cost accounting, grant accounting, budgeting, procedures related to preparation and maintenance of accounts payable and receivable, payroll, and the general ledger; methods of supervision; ability to perform and/or direct the accurate accounting of automated accounts, interpret and prepare financial statements. Administrative principles and practices in supervision and training. Appropriate laws regulating the financial administration of educational organizations, public finance and fiscal operations; applicable federal, state and local laws, ordinances and regulations pertaining to accounting, auditing, and payroll including reporting requirements. Modern office practices, procedures, methods and equipment. Automated system capabilities, including personal computers, and Microsoft Office software programs including, Excel, Microsoft Word, PowerPoint, Outlook, as well as financial data software.

Skills/Abilities

Develop analyze, interpret and modify sound financial and accounting systems, procedures and records. Prepare, verify, analyze and reconcile complex

financial reports and accounting statements including accurate tables, schedules, summaries, documents, reports and analyses; make internal audits of complex set of municipal accounting records. Examine and verify a variety of financial documents; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems. Appropriate laws regulating the financial administration of California educational organizations, public finance and fiscal operations. Communicate clearly and concisely both orally and in writing; understand and carry out oral and written instructions. Maintain ongoing communication with management regarding department requests; status of projects and completion of tasks; take direction and follow projects through to completion in a timely manner. Set priorities, organize work-flow and maintain organization of work and records; multi-task and be responsive to time-sensitive matters; Understand and follow instructions; communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with the public and those contacted in the course of the work.

To perform the essential functions with or without accommodation, which may include lifting up to 20 pounds.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education

Master's or Bachelor's degree from an accredited college or university with major course work in accounting, finance or business administration, or a closely related field.

Desirable CPA with sufficient experience to perform the required duties

Experience

Five years of increasingly responsible experience in accounting, financial management, budgeting, or auditing work, including two years of experience in a supervisory or lead capacity.

Desirable prior experience with a Regional Occupational Program (ROP), County Office of Education, or public school based Business Office

Licenses/Certificates

Desirable CPA licensure

Possession of a valid California Class C driver's license, **and ability to maintain insurability status under the SGVROP's vehicle insurance program.**

Physical Demands and Work Environment

Physical demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk and in meetings for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, lift up to 20 pounds, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops.

While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and codes; remember legal and code requirements; and explain policies and procedures; interact with ROP and partner Districts management, other governmental officials, employees and the public.

Work environment

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment.

SALARY PLACEMENT

Schedule: **Leadership/Management Salary Resolution**

Classified Employment

Overtime Excluded/FLSA Exempt

Work Calendar: 2C (12-month work schedule)

Benefits Eligible: per District's benefits program

~~FLSA—Exempt~~

~~Classified Employment~~

~~Work Schedule: 2C (12-month Leadership Calendar)~~

~~Salary Schedule: Leadership Salary Schedule "H", Range 001~~

Pending Board review July 29, 2021

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