

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR, ACCOUNTING SERVICES

BASIC FUNCTION:

Under the direction of the Director II, Administrative Business Services, organize and direct the daily operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts including payroll, accounts payable, accounts receivable and attendance accounting; coordinate, oversee and participate in the preparation, maintenance and auditing of a variety of financial and statistical records, statements and reports; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the daily operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts including payroll, accounts payable, accounts receivable and attendance accounting; assure related functions and activities comply with established laws, codes, regulations, standards, policies and procedures; analyze and assist in developing and implementing payroll and/or accounting systems or changes to existing systems or processes.

Coordinate and oversee the preparation and maintenance of a variety of financial and statistical records, statements and reports; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; modify records, reports and statements as necessary.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements.

Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate and reconcile designated accounts and funds; assure accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to assure accurate fund accounting.

Oversee and participate in the input of a variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; assure accuracy of input and output data.

Monitor, analyze, encumber and prepare payment of contracts including service contracts, budgetary management agreements, special projects, programs and grants, tuition and paraprofessional program reimbursements, transportation contracts and others.

Assist program accountants and grant coordinators in the analysis, research and tracking of program expenditures.

August 2005

Prepare and maintain a variety of narrative, financial and statistical records, reports and files related to accounts, funds, revenue, personnel, expenditures, reconciliations and assigned duties; assure mandated reports are submitted to appropriate personnel according to established time lines.

Serve as a technical resource and liaison to personnel, outside agencies and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.

Oversee the preparation, review and evaluation of various financial documents and correspondence as assigned; reconcile bank and various other fiscal statements to assure accurate fund accounting.

Coordinate communications between personnel, governmental agencies, outside organizations and the public to assure smooth and efficient accounting functions; assure proper and timely resolution of issues, errors and discrepancies related to assigned accounting functions.

Communicate with personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Analyze and prepare annual or periodic reports, 1099 notices, missing or incorrect tax payer identification notices.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.

Accounting and fiscal systems, policies, procedures and practices.

Generally accepted accounting and auditing principles, practices and procedures.

Preparation, review and control of assigned accounts.

Applicable laws, codes, regulations, policies and procedures.

General accounting and business functions of an educational organization.

Policies and objectives of assigned programs and activities.

Record retrieval and storage systems.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Organize and direct operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.
- Coordinate, oversee and participate in the preparation, maintenance and auditing of a variety of financial and statistical records, statements and reports.
- Train and evaluate the performance of assigned personnel.
- Assure accurate accounting of funds including income and expenditures.
- Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts and funds.
- Assure proper and timely resolution of financial issues, errors and discrepancies.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and analyze comprehensive accounting statements and reports.
- Maintain and assure accuracy of financial and statistical records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and three years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of funds and accounts.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching to retrieve and file materials.
- Sitting for extended periods of time.