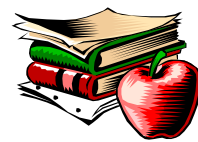




JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Accounting Supervisor

Created 10/2022

DEFINITION

Under the direction of the Chief Business Officer, assist in the planning, development, and monitoring of the District's annual budget, ensure effective and efficient use of District revenues to support and improve the educational program, establish and maintain effective internal accounting procedures, records, safeguards, and controls, and supervise and oversee Business Office staff and workflow.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Assist in planning, developing, administering the annual District budget; assists with audit preparation, execution, and the reconciliation of findings; assists with year-end closing. E
2. Supervise and oversee the use of requisitions and purchase orders to ensure accountability for fund expenditures. E
3. Assist school site and department management personnel in planning, developing, and monitoring their respective budgets; performs needed functions for budget transfers and journal entries. E
4. Oversee and monitor student body accounts and activities. E
5. Supervise and oversee centralized and decentralized purchasing of services, supplies, and equipment to ensure alignment with District goals and initiatives, sufficient quality, and best pricing based upon bids, quotations, standards, and specifications. E
6. Develop and monitor warehousing and inventory control procedures. E
7. Maintain records, policies, and contracts of property and liability, worker's compensation, and student accident insurance plans; maintain files of legal documentation, audits, reports, permanent property records, and annual inventory of fixed assets. E
8. Supervises day-to-day workflow and output of Business Office operations, including accounts payable, accounts receivable, attendance accounting, budgetary accounting procedures, and payroll; monitors the work of Business Office staff. E
9. Prepares or facilitates the preparation of assigned local, county, state, and federal reports for submission by identified deadline dates. E
10. Works cooperatively and professionally with District administrators, the Tulare County Office of Education, the California Department of Education, the City of Tulare, and other relevant outside agencies in the execution of duties. E
11. Attends and participates in assigned meetings, workshops, and conferences; coordinates training sessions; coordinate and present budgetary training sessions as needed/directed. E
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education

- Graduation with a minimum of a bachelor's degree from an accredited college or university with major field study in business, accounting, public administration, or a closely related field.

Experience

- Five (5) years of increasing responsibility in fiscal management including accounting, financial analysis, budget preparation, and control.
- Three (3) years of direct experience with California school finance accounting, and data processing desired.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Valid California drivers license

KNOWLEDGE AND ABILITIES

Knowledge of

- Methods, practices, principals, trends, and procedures involved in school district budget and financial records administration
- Legal mandates, policies, procedures, regulations, and operational guidelines pertaining to school district budget and finance.
- Computer-based budget and accounting systems.
- General ledger accounting.
- Effective methods of employee supervision and evaluation.

Ability to

1. Plan, organize, and maintain the Business Office as an efficient, service-oriented department to support and improve education for students.
2. Supervise and manage employees in a manner that promotes high morale and performance.
3. Interpret various laws, codes, ordinances, policies, and procedures for application to Business Office activities.
4. Clearly explain and interpret complex budgetary and accounting concepts to various audiences using non-technical language.
5. Perform complex financial recordkeeping, make complex computations, and prepare financial and statistical reports accurately and efficiently.
6. Use modern office equipment and software programs in the performance of duties.
7. Understand and carry out written and oral directions.
8. Establish and maintain cooperative and effective working relationships with those contacted in the performance of duties.
9. Learn District and department organization, operations, policies and objectives.
10. Plan and organize work to meet established deadlines.
11. Maintain organized and neat work/office area.
12. Maintain consistent, punctual and regular attendance.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor work environment.
- Driving a vehicle to conduct work.

Physical Demands

- Sufficient dexterity of hands and fingers to operate modern office equipment.
- Mobility to grasp and/or manipulate objects and move about the work area.
- Sufficient vision to read a variety of printed materials.
- Sufficient hearing to engage in conversation in person, by telephone, and hear sounds clearly up to 20 feet away.
- Listening and speaking clearly to exchange information and make presentations.
- Sitting for extended periods of time.