

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING SUPERVISOR (Range S-25)

BASIC FUNCTION:

Under direction of the Director of Nutrition Services, perform, coordinate and oversee the financial and clerical services of the Nutrition Services Department; perform public relations and communications services; perform responsible statistical and financial record keeping; perform accounting operations and activities: assure compliance with requirements for preparation and maintenance of records, reports, training, supervising and evaluating of assigned personnel to assure the efficiency of the Nutrition Services Department.

REPRESENTATIVE DUTIES:

Plan, organize and direct the District's Nutrition Services financial accounting operations and activities such as general accounting, reconciliations, reports, and claims. *E*

Assure that financial income and expenditure transactions and records are in compliance with federal, state, County and District rules, regulations, contracts, policies and procedures; monitor and assist preparation of complex and technical financial and statistical reports and summaries related to accounting and budgeting operations and activities. *E*

Select, train and supervise assigned personnel, monitor and adjust workflow assignments to meet established time lines, evaluate the performance of personnel. *E*

Confer with assigned personnel regarding issues and discrepancies: answer technical questions and resolve complex issues. *E*

Reconcile, review and approve financial, statistical and accounting transactions, documents and reports; monitor and enforce proper accounting and budgeting procedures as they relate to the Nutrition Service Department and the district. *E*

Assure compliance with audit requirements and General Accepted Accounting Principles; design forms and develop systems for internal control; recommend and implement improved policies and procedures for the department. *E*

Review financial reports, computer printout deposits and variety of accounts to assure accuracy, completeness and conformance; make corrections and adjustments as necessary. *E*

Coordinate communication with members of the Department, District Personnel, and County Offices to answer questions, obtain information and resolve issues; provide information concerning departmental or major sections functions, programs, and payment of invoices, payroll and benefits calculations, receipt of goods and receipt and distribution of funds. *E*

Assure that time lines are met for areas within major section; maintain proper controls and records for receipt of funds and supplies and for disbursement and reallocation of funds. *E*

Communicate with vendors, District administrators and employees to resolve technical and complex issues. *E*

Provide information for and assist with budget preparation; monitor proper funds expenditures and enforce budget limitations; assist with transfer of funds and budget revisions. *E*

Perform various internal audits; monitor and review a variety of records, accounts and reports for accuracy, conformance and completeness; disencumbrances, processing and payment of invoices, position control, payment and deduction calculations and other financial transactions and record keeping. *E*

Operate a variety of office equipment such as computer, calculator, typewriter and microfiche viewer. *E*

Attend a variety of accounting related meetings and workshops; conduct workshops and meetings for staff and other personnel. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and fiscal systems, policies, procedures and practices
General accepted accounting and auditing principles, practices and procedures
Financial and statistical record keeping techniques
Preparation, review and control of accounts
State school accounting laws, practices, procedures and regulations governing the
National School Lunch Program
National School Lunch Program guidelines and compliance procedures
Modern office practices, procedures and equipment
Interpersonal skills using tact, patience and courtesy
Oral and written communications skills

ABILITY TO:

Perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the department
Post and make arithmetical computations rapidly and accurately
Train and provide work directions to assigned staff
Exercise initiative and make sound judgment
Maintain accurate financial and statistical records
Compare numbers and detect errors efficiently
Analyze situations accurately and adopt an effective course of action
Verify, balance and adjust accounts

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and two years accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keycard and calculator

Seeing to read various statistical data

Bending at the waist to retrieve materials

HAZARDS:

Contact with dissatisfied or abusive individuals.