

ACCOUNTING SUPERVISOR

The Accounting Supervisor position supports the district's financial and accounting operations and services. The Accounting Supervisor reports directly to the Executive Director of Business & Operations to assist with carrying out the directives of the Superintendent and MCPS Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Supports the Executive Director of Business & Operations by:
 - Generating timely financial statements and other monthly financial reports for the Board of Trustees
 - Providing for proper internal controls and accounting procedures
 - Maintaining general ledger accounting processes and functions
 - Reconciling all bank accounts on a monthly basis
 - Overseeing district cash flow, analyzing revenues and expenditures, and recommending investment of district cash
 - Preparing of annual financial and budget reports for the state, including the Trustee Financial Summary and MAEFAIRS Budget Report
 - Preparing and analyzing financial information for administrative level decision making
 - Developing line item budgets for budgeted funds, with the assistance of supervisors and directors who oversee the applicable budget areas
 - Managing cash and related reporting for federal, state, and local grants
 - Supervising the annual audit, including preparation of audit trial balances
 - Overseeing the accounting of various district funds, such as student activities, food services, athletics, etc.
 - Overseeing and performing the financial year-end close of the district
 - Supervising the process of completing tuition agreements for out-of-district students and procedures for the collection of related tuition
 - Assisting with the managing of district budgets, and monitoring line items and reporting on significant variances
 - Working directly with the Director of Technology, as well as the district's consultant to enable the district to participate in the federal E-Rate program
 - Financial reporting of Medicaid Administrative Claiming (MAC)
 - Supervising the collections and disbursements related to the CSCT programs within various schools
 - Completing the district's indirect cost application
 - Monitoring enrollment counts required by state law
 - Posting and allocating interest revenue
 - Staying current on all government accounting standards and reporting requirements
 - Maintaining confidentiality of all sensitive and privileged matters
- B. Maintains a cooperative and professional relationship with district staff, administrators and other supervisors by:
 - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
 - Effectively communicating with those contacted in the course of the work day exhibiting tact, patience and courtesy
- C. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.
- D. Other duties as directed by the Director of Business & Operations

SUPERVISOR RESPONSIBILITIES:

Directly supervises two (2) bookkeepers and two (2) purchasing technicians in the business office. Carries out supervisory responsibilities in accordance with district policies and applicable laws.

MINIMUM EDUCATION and EXPERIENCE:

- Bachelor's degree in Business or related field; CPA *preferred*, but not required
- Three (3) or more years of progressively responsible experience in and/or familiarity with school finance, or comparable experience

KNOWLEDGE, SKILLS and ABILITIES:

- Thorough knowledge of computer based account software, including Microsoft Office
- Knowledge of financing and budgeting principles
- Knowledge, skills, and abilities in the use of computers and spreadsheets
- Ability to apply knowledge of current research and theory in the specific field
- Ability to learn and utilize business software programs and the internet effectively and accurately
- Ability to read, analyze, and interpret specific regulations, legislation and guidelines, and to effectively communicate the information as required
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions in written, oral, diagram or schedule formats
- Ability to write reports, business correspondence, and procedure manuals
- Ability to communicate effectively both orally and in writing
- Ability to perform duties with an awareness of all district requirements and board policies
- Ability to effectively manage time, projects and responsibilities, handle multiple complicated tasks and to manage stressful situations
- Ability to work independently, act with initiative and good judgement, problem solve, make appropriate decisions and complete projects in an effective & timely manner
- Ability to effectively present information and respond to requests and questions from administrators, clients, customers, staff and the general public
- Ability to establish and maintain professional, effective, service-oriented and cooperative relationships & attitude with administrators, supervisors, staff and community members in a calm tactful manner
- Ability to adhere to legal mandates, board policies & procedures and operational guidelines
- Ability to maintain confidentiality in dealing with a variety of sensitive and privileged matters & information

EQUIPMENT USED: Computer, calculator, copy machine, fax machine, telephone/voice mail

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet. In performing the essential functions of the job, the employee may experience stressful conditions as a result of frequent interruptions, managing priorities and recurring deadlines. The employee in this position may also experience cyclical high-volume workloads, repetitive work and multi-tasking.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand, sit, walk, and bend. The employee will also have repetitive use of hands/fingers, wrists and forearms, and will frequently be required to use objects, tools and controls. Must also be able to reach with hands and arms. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions requiring oral and written communications. Memory, reasoning and exercising judgement are constantly used in the position. Mathematics, estimating, and problem solving are frequently used.

The physical demands, and mental/motor demands described within this job description 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.

IMMEDIATE SUPERVISOR: EXECUTIVE DIRECTOR OF BUSINESS & OPERATIONS

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits and other working conditions as negotiated by the Missoula County Public Schools Board of Trustees and as outlined in the appropriate handbook.

EQUAL OPPORTUNITY EMPLOYER