

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUSINESS SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director-Budget and Finance, 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 County and State financial and statistical records, statements and reports; train and evaluate the performance of assigned personnel; ensure appropriate calculations and collection of District revenues.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts; ensure related functions and activities comply with established laws, codes, regulations, standards, policies and procedures.

Assist the Director with the preparation of the District's budget and the interim reports; compile and collect financial data to build the budget for assigned funds; verify budget estimates are reasonable for both revenues and expenditures; verify and balance revenue accounts; balance budget by resource number and by program; verify and balance certificated and classified salaries, employee benefits, books and supplies, services and other operating expenditures, capital outlay, and other financing sources; enter budget data into appropriate software system.

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 ensure 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; assist in the interview and selection process for 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; ensure accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure 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; ensure accuracy of input and output data.

Organize, direct and participate in the processing of accounts payable as assigned; audit invoices,

payments and related paperwork for accuracy; investigate and resolve discrepancies; approve outgoing payments as directed; initiate fund transfers as appropriate.

Oversee the processing of accounts receivable as required; ensure proper reconciliation of cash accounts; review, code and ensure accuracy of deposits and reconciliations; audit revenue, transactions and receipts to identify and resolve discrepancies.

Prepare and maintain a variety of narrative, financial and statistical records, reports, binders and files related to accounts, funds, revenue, personnel, expenditures, reconciliations and assigned duties; reconcile bank and various other fiscal statements to ensure accurate fund accounting; ensure mandated reports are submitted to appropriate personnel according to established time lines.

Serve as a technical resource 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.

Collaborate with payroll and benefits personnel regarding certificated and classified salaries and benefits; provide assistance for expenditure coding payroll timesheets; provide assistance for making journal entries and balancing payroll accrual/liability accounts.

Coordinate communications between personnel, governmental agencies, outside organizations and the public to ensure smooth and efficient accounting functions; ensure 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.

Provide cost estimates for proposed expenditures of various programs as requested.

OTHER DUTIES:

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.

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Ewing Consulting, Inc.

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.
Ensure 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.
Ensure 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 ensure accuracy of financial and statistical records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: 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.