

**CLASS SPECIFICATION
Accounting Supervisor**

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE

Under direction, plans, schedules, supervises, oversees, evaluates and participates in the work of accounting support staff responsible for the analysis, preparation and maintenance of complex financial records and reports and the collection and distribution of revenue; performs specialized accounting related functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Supervisors are responsible for supervision of accounting support staff involved in accounts payable and receivable, cashiering and student accounts, general and grants accounting and related accounting operations. Incumbents perform assigned specialized accounting functions, including highly detailed analysis and work with accounting staff, other District staff and vendors to resolve complex accounting and reporting issues. These duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Accounting Supervisor is distinguished from Senior Accounting Technician in that incumbents in the former class are responsible for supervising a group of accounting support employees in addition to performing difficult technical accounting duties requiring a detailed understanding of the District's accounting policies and procedures and ability to interpret and apply, state and federal policies, procedures, laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develop, implement and monitor work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations; ensures that all statutory, rule and procedural requirements are met.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and

including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Performs general ledger responsibilities including the review of requisitions for accurate coding and availability of funds; analyzes and audits financial data and budget documents; identifies and researches budget/data records to resolve questions and problems involving general ledger report and online information for departmental staff; maintains assigned revenue and other accounts and processes or approves journal entries; maintains a sound system of internal controls.
5. Supervises work of the cashiering area; generates data and prepares reports on a variety of student account issues, including delinquent student billings and student drops for non-payment; determines student eligibility for refunds and assesses appropriate service charges.
6. Coordinates the disbursement of timely financial aid payments to students; calculates and draws down financial aid funds from the Department of Education to reimburse the District for the Financial Aid Program and acts as liaison between Financial Aid staff and Fiscal Operations on student financial aid issues.
7. Analyzes and audits financial data and budget documents for accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations; troubleshoots and resolves problems with other staff and departments.
8. Prepares or oversees preparation of various accounting documents and reports including quarterly Profit/Loss statements, the Fiscal portion of the Integrated Postsecondary Education Data report (IPED) and the quarterly Use Tax report.
9. Develops and maintains up-to-date internal procedure manuals relating areas of assigned functional responsibility and provides training to accounting staff and system users; participates in the testing and implementation of enterprise financial system module upgrades, enhancements and fixes; participates in power user group meetings; participates as a functional subject matter expert in business process analyses to identify opportunities to improve work processes and leverage the use of systems functionalities.
10. Interacts with and provides assistance to the District's outside auditors.

OTHER DUTIES

1. Attend monthly and quarterly meeting at the Los Angeles County Office of Education.
2. Provide technical assistance to various departments for coding expenses, purchases, services and payroll;
3. Prepares various grant and financial aid reports, spreadsheets and reconciliations.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and terminology of general, fund and governmental accounting including methods of financial control and reporting.
2. Budgeting principles and terminology.
3. Cost accounting methods and procedures and auditing principles and practices.
4. Operations and uses of standards spreadsheet software.
5. State, District and Office of education rules, policies and practices applicable to areas of assigned functional responsibilities.
6. Methods, practices, documents and terminology used in financial recordkeeping.
7. Principles and practices of business data processing, particularly related to the District's enterprise finance systems.
8. Fundamental accounting and internal control practices and procedures.
9. Standard office procedures and practices.
10. Principles and practices of effective supervision.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, integrate and supervise the work of paraprofessional accounting personnel; coordinate work with other District sections, Los Angeles County of Education, County departments and State agencies.
2. Operate a computer and spreadsheet software.
3. Verify the accuracy of financial data and information and ensure proper authorization and documentation for disbursements.
4. Analyze, post, balance and reconcile complex financial data and accounts and ensure their compliance with all regulatory requirements.
5. Prepare clear, concise and complete financial documents, statements and reports.
6. Collect, evaluate and interpret data, either in statistical or narrative form.
7. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and District accounting, purchasing and contracting policies and procedures to other District staff.
8. Prepare clear, concise and comprehensive reports, correspondence and other documents.
9. Identify technical accounting and operational issues and opportunities, analyze problems and alternative and develop sound conclusions and recommendations.

10. Present conclusions and recommendations clearly, logically and persuasively.
11. Maintain files, records and documentation.
12. Exercise independent judgment and initiative within policy guidelines.
13. Exercise tact and diplomacy in dealing with sensitive and complex issues, situations and individuals.
14. Establish and maintain cooperative and effective working relationships with District management, administrators, faculty, staff, students, auditors, vendors, representatives of other governmental agencies and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; and five years of progressively responsible accounting experience, preferably in an academic setting or governmental agency; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel and operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with District management, administrators, staff, students, vendors, representatives of other governmental agencies and others encountered in the course of work, some of whom are dissatisfied or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.