

SUPERVISOR OF ACCOUNTING

Salary Schedule Code:	D4	Salary Schedule Rank:	SC
Job Code:	AF25	Employee Type:	BK
Object Code:	133		

QUALIFICATIONS:

1. Must comply with all employment criteria legally established by the Lee County Board of Education
2. Accounting degree or two-year associates degree (or greater) with minimal ten years experience in accounting/bookkeeping.
3. Knowledge of budgeting and income statements and a general knowledge of accounting/bookkeeping duties and responsibilities.
4. Computer skills, experience with Lotus 123 or equivalent spreadsheet software, and experience with accounting software (MCAI preferred, but not required).
5. Task oriented and service oriented work habits.
6. Valid Alabama driver license, reliable transportation, and evidence of insurance.
7. Demonstrated aptitude for successful completion of the assigned task.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Background Check Required: (HB 402 ACT 99-361 Alabama Legislature) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.

REPORTS TO: Chief Financial Officer

Essential Duties and Responsibilities Applicable to All Employees:

- Attend on a regular and predictable basis.
- Complete assigned tasks in a safe manner and in a constant state of alertness.
- Uphold Board policies, including the anti-harassment program.
- Work in a cooperative manner with students, teachers, staff, supervisors, and the public.
- Work effectively and efficiently under time and productivity standards.

ESSENTIAL JOB FUNCTIONS:

1. Maintain receipting system and record all cash transactions.
2. Distribute funds from Sales Tax to Auburn and Opelika City systems.
3. Process construction invoices for payment and maintain files for each project.
4. Oversee accounts payable – auditing batches, approving and coding invoices.
5. Prepare and make all bank deposits.
6. Reconcile the following bank accounts: Accounts Payable Clearing, Payroll Clearing, General Fund, Federal Fund, Bond Account, and Sales Tax.
7. Record all LEA revenues (monitor and review LEA abstracts).
8. Record, analyze and maintain records for all matching funds.
9. Maintain systematic entries for recording journal entries.
10. Assist Chief School Financial Officer in implementation of departmental strategic initiatives
11. Prepares financial reports for Fairbanks, LLC (MAC) program.
12. Assists Chief Financial Officer with annual budget and financial statement.
12. Implement internal audit program of local schools in consultation with Chief Financial

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Officer.

13. Oversee adherence to local school accounting manual.
14. Implement local school bookkeeper training program.
15. Ensure recording of all journal entries related to local school activities including the following: county-paid transportation for non-transportation activities, transfers between central office and schools and other entries, as necessary.
16. Ensure proper importing of local school financial activities including necessary corrections
17. Ensure posting of central office receipts.
18. Ensure appropriate support of local school bookkeepers in all pertinent matters
19. Ensure proper handling of allocation tracking and school budget activities
20. Post all pass-through fund entries.
21. Oversee all components of local school financial activities, as appropriate, in consultation with the Chief Financial Officer.
22. Ensure proper disposition of insurance claims related to system property damage
23. Provide support to school faculty and administration in relation to the Local School Accounting Manual.
24. Perform other duties as assigned by the Chief Financial Officer, Superintendent and other appropriate parties.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here 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.

The employee must frequently lift and/or move a minimum of 20 pounds and occasionally lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to communicate effectively in English, using proper grammar and vocabulary, stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Exposure to a variety of childhood and adult diseases and illnesses. Occasional exposure to a variety of weather conditions. Exposure to heated/air conditioned and ventilated facilities. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EMPLOYMENT: This is a twelve-month position (242 days). Salary is based on the current Board approved salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Personnel.