

MOUNTAIN BROOK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: Accounting Supervisor

REPORTS TO: Chief School Financial Officer

SCOPE: Provides a work environment which enables each individual to reach his or her full potential, so that the organization can maximize its effectiveness. The Mountain Brook Board of Education sees three key organizational outcomes: Productivity, Quality of Work (QWL), and Cost Effectiveness.

JOB GOAL: Providing effective and efficient support in the organization's maintenance of fiscal policies.

JOB QUALIFICATIONS:

At least a BS Degree in Accounting, Finance, or Business required. At least three years of successful experience managing the functions of general ledger control, accounts payable, payroll, purchasing, cash management, budgets, fiscal reports, fixed assets, and reporting to government agencies. Strong skills in the use of computers and bookkeeping applications. Supervisory experience required.

PERFORMANCE RESPONSIBILITIES:

- Maintains a complete and systematic set of records of all the required financial transactions of the Board of Education
- Conducts all banking functions and investments as directed by the Chief Financial Officer.
- Responsible for the training of personnel in their specific jobs.
- Responsible for all matters pertaining to payroll.
- Responsible for ensuring that purchasing and payable procedures are consistent with local, state, and federal guidelines.
- Responsible for maintaining an effective inventory control and property accounting system.
- Responsible for benefits program.
- Responsible for preparing all local, state, and federal reports.
- Performs other duties as requested or assigned by the Chief Financial Officer or the Superintendent.
- Supervises the Payroll Specialist and Central Office Bookkeepers

TERMS OF EMPLOYMENT: 12 months (240 days). Salary based on support personnel salary schedule. Exempt employee.

EVALUATION: Performance is evaluated in accordance with Board Policy.

Revised: 3-23-2018