

Accounting Supervisor

QUALIFICATIONS

1. B.S. in Accounting
2. At least five (5) years accounting experience required.
3. Governmental accounting experience required; Alabama K-12 experience preferred.
4. Must meet the suitability criteria for employment and/or certification/licensure under the **Alabama Child Protection Act of 1999** and **Act No. 2002-457**.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

FLSA STATUS

Exempt

SUPERVISOR

Chief School Financial Officer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in administrative detail (evidence of high degree of skills in keyboarding and the use of general office machines).
2. Proficiency in technology programs such as Word, Excel, and PowerPoint.
3. Ability to keep business matters confidential.
4. Knowledge of or ability to quickly learn operations of the section or unit to which assigned.
5. Ability to perform complex arithmetic operations.
6. Ability to use excellent business English, grammar, spelling and punctuation.
7. Ability to communicate clearly and concisely, orally, in writing, and via e-mail and other electronic communications means.
8. Ability to establish and maintain effective working relationships with others.
9. Ability to work effectively under minimum supervision.
10. Ability to organize materials and maintain accurate records.
11. Ability to exercise tact, good judgment and initiative.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

ESSENTIAL FUNCTIONS

1. Supervises the Central Office bookkeepers.
2. Performs the usual office routines and practices of a business office.
3. Reviews and approves all purchase orders insuring funds are available and accounting codes are correct.
4. Reviews and approves all invoices prior to payment.
5. Assists in the preparation of the monthly and end-of-year financial statements.

6. Assists in the end-of-year closeout.
7. Supervise the detail entry of all required fixed asset entries.
8. Reconcile and balance all fixed asset entries to the financial statement monthly.
9. Reconcile all bank accounts monthly with the assistance from the accounting clerk.
10. Assists Central Office bookkeepers in resolving supplier and school complaints.
11. Directs the preparation of annual general fund blanket purchase orders for the Tuscaloosa City Schools.
12. Maintains knowledge of ERATE federal regulations to insure continued compliance with federal laws and regulations.
13. Assists in the filing of annual and quarterly ERATE forms and maintains documentation for audit.
14. Prepares and files quarterly Alabama Medicaid Administrative expenditure certification forms.
15. Prepares bid packages as directed by the Chief School Financial Officer.
16. Attends all bid openings.
17. Coordinates bi-monthly General Fund check runs with the Financial Accounting Manager and bookkeepers. Coordinates offline checks as directed by the Chief School Financial Officer.
18. Assists other bookkeepers with maintaining check records on file for audit.
19. Takes leave time in accordance with Board policy and reports all absences to SubFinder in a timely manner.
20. Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
21. Assumes other reasonable and equitable job-related duties assigned by the CSFO.

TERMS OF EMPLOYMENT

The terms of employment shall be in accordance with the provisions of the *Board's Policy Manual*, *Students First Act* and the *Board's Salary Schedule – Central Office Administrative Support*.

EVALUATION

Performance evaluation shall be in accordance with the provisions of the Board's policy on *Evaluation of Support Personnel – GCRK and GCRK – R*.

SOURCE: Tuscaloosa City Schools, Tuscaloosa, Alabama

DATE: 10/01/05