

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: SUPERVISOR, BUDGET AND ACCOUNTING

#### **BASIC FUNCTION:**

Under the direction of the Director, Fiscal Services, supervises and organizes the activities and operations of the Fiscal Services Department; performs fiscal analysis budgeting and financial record keeping activities; prepares periodic financial reports, income and cost analysis; monitors and maintains fiscal, personnel, reporting, and budgeting requirements of the District's accounts; assists in the development and implementation of the District budget; trains, supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; confers with school administrators and other employees regarding areas of responsibility.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.

Oversees financial accounting for preschool and child development programs including filing State reports regarding enrollment, class size reductions and attendance.

Prepares monthly financial statements, account reconciliations and other periodic reports of expenditure and income; performs weekly budget analysis and alignment.

Prepares, files and maintains a variety of reports, records related to personnel, expenditure and income and assigned activities; develops methods for financial record keeping in compliance with State law, District policy, and required reporting.

Processes budget-related documents such as journal entries, account transfers, encumbrances; makes cash transfers between funds.

Researches and compiles information to develop district enrollment projections; gathers demographic information; projects District Average Daily Attendance and quantity of classrooms/teachers needed at school sites for current and upcoming years.

Serves as a liaison with District Information Systems Personnel and County Financial Accounting Personnel; provides technical assistance to District management in the resolution of budget variances and other financial issues.

Supervises and organizes the activities and operations of the Fiscal Services Department; participates in the development and implementation of departmental policies and procedures.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

Utilizes function specific computer applications for cost analysis, forecasting, and management decision-making; develops and implements internal audit procedures; designs computerized spreadsheets for statistical and analytical reports.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.

Arithmetic calculations.

Interpersonal skills using tact, patience and courtesy.

Methods and procedures used to forecast, budget, and account for program costs.

Oral and written communication skills.

Preparation of financial statements and reports.

Principles and practices of accounting and financial record keeping.

Principles and practices of supervision and training.

##### **ABILITY TO:**

Analyze financial documents and budgets.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.  
Operate a computer and assigned office equipment.  
Perform arithmetic calculations quickly and accurately.  
Plan and organize work.  
Prepare accurate, timely and efficient financial records and reports.  
Provide leadership and technical expertise to employees concerning budgeting or accounting issues.  
Supervise, train and evaluate the performance of assigned staff.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, business or related field and three years of increasingly responsible accounting or budgeting experience.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job Related Proficiency Test.  
Valid California Class C Driver's License and Evidence of Insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Constant interruptions.  
Driving a vehicle to conduct work.  
Indoor Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.

**HAZARDS:**

Traffic hazards.

**FLSA Status**

Exempt

**Approval Date**

2/23/15, 9/28/17

**Salary Range**

Class Supervisor