



ACCOUNTING AND REPORTING SUPERVISOR

Position Summary

The Accounting and Reporting Supervisor performs and supervises all accounting activities including oversight of the district's accounting system, monitoring and supporting school accounting, ensuring appropriate internal controls exist and are operating as expected, developing and implementing district accounting policies and procedures, ensuring integrity, accuracy, and control of data, and controlling the expenditure of funds. The position is also responsible for accounting structures, month-end and year-end closes, is the key contact for the district external audit, and is part of the team responsible for preparing the district's comprehensive annual financial report (CAFR). This position supervises, hires, and evaluates accounting clerks and analysts.

Supervisory Relationship

This position works independently and most of the work is self-generated and self-reviewed, subject to established benchmarks and outcome measures provided by supervisors. Supervisors may also assign special projects that have more interaction. The position does not typically need technical advice but consults as needed with the supervisor to clarify expected results and for advice. The position reports to the Associate Director Financial Services and is expected to work collaboratively with the Budget and Reporting Supervisor.

Essential Functions

1. Establishes internal control procedures to assure timely, accurate and complete accounting transactions and financial reporting entries. Provides training and support to staff members, ensures that key functions have back-ups, and ensures written procedures accurately reflect current accounting and financial reporting activities and requirements.
2. Develops, enhances, implements, and reviews accounting and financial reporting policies and procedures to ensure choices reflect best practices and support the organization's long-term strategic goals and operational needs. Key contact person for school and department staff questions about chart of accounts, district financial policies and procedures, state accounting code compliance, student body policies and procedures.
3. Responsible for oversight of accounting functions and accounting staff. Responsibilities include, but are not limited to, the following:
 - a. Supervises, instructs, trains, and reviews the work of accounting specialists. Assists staff with the use of Lawson software, where necessary.
 - b. Oversees accounts receivable including calculating, preparing and collecting bills for outside organizations, grants, staffing, and tuition.
 - c. Oversees internal distribution of costs across departments and schools (copying, transportation, postage).

- d. Responsible for complex accounting system functions such as reconciling key accounts including bank accounts. Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
 - e. Maintains an audit trail for financial transactions.
 - f. Oversight of district's fixed asset records.
4. Reviews and releases payroll and accounts payable payments and checks.
 5. Responsible for oversight or completion of reporting functions including the following:
 - a. Monthly close and budget to actual reporting.
 - b. Statutory financial reporting to the state or Oregon, EMMA and other bodies.
 - c. IRS annual reporting for 1099.
 - d. Conformance with Generally Accepted Accounting Principles, governing rules, and district policies.
 - e. Assists with and compiles end of year reports, work papers and analysis to support the District's monthly board reports, the annual budget and financial reporting.
 - f. Ensuring the completeness and accuracy of reports including preparation of supporting documents and audit trail.
 6. Assists with public record requests of accounting data.
 7. Responsible for accounting, procurement, and student body modules of business system. Monitors, and requests customizations to system, where needed; and participates fully in decision-making regarding the system. Identifies areas of integration and improves integration between business systems.
 8. Responsible for ensuring accounting and reporting are in compliance with regulatory and generally accepted accounting principles.
 9. Collaborates with accounting staff and leadership in decision and policy making. Identifies ways of using accounting data for management purposes and encourages a greater use of accounting information.
 10. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of principles and practices of public financial management, including governmental accounting, auditing, financial reporting, and procurement.
2. Knowledge of pertinent Federal, State, and local laws, codes and regulations including laws related to public finance, fiscal operations, procurement, government standards and practices (ethics), and a willingness to learn.
3. Ability to identify weaknesses in internal control structure and areas of non-compliance with relation to grantor, statutory and administrative requirements. Ability to review weaknesses and requirements, develop appropriate controls, policies and procedures, engage stakeholders in solutions, and implement.
4. Familiarity with human resource practices and processes.
5. Skill in researching, analyzing and evaluating financial data, complex information or problems in an objective manner and presenting logical conclusions to provide a

sound basis for establishment of priorities, selection of appropriate action or recommendations to others, and to resolve conflicts. Ability to take initiative and to seek advice or support when needed.

6. Ability to analyze, interpret and present technical information in an effective manner and the ability to respond to questions and concerns. Detail oriented.
7. Ability to communicate complex information clearly and concisely both orally and in writing.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner. Able to work in an environment with frequent interruptions and changing tasks and priorities.
9. Ability to maintain confidentiality of information and exercise discretion in dealing with controversial or potentially sensitive topics.
10. Excellent interpersonal skills, ability to work collaboratively and effectively with other staff, employees, and supervisors.
11. Ability to work with, establish, and maintain effective relationships with other agencies, appointed and elected officials, parents, and community members including those from the financial and business communities.
12. Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software.

Minimum Qualifications

- Requires a Bachelor's Degree in Accounting, OR a Bachelor's Degree in Finance, Business Administration or related field along with at least ten years of experience in an accounting department.
- CPA license is preferred.
- At least five years of progressively more responsible roles in an accounting and/ or finance department doing accounting work.
- At least two years of supervisory experience.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

| ADDITIONAL INFORMATION | |
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| Employee Unit | 4J MAPS Association |
| Pay Grade | Grade 9 |
| Developed by | David Brewer, Interim Director of Human Resources |
| Reviewed and Approved by | Andrea Belz, Associate Director of Financial Services David Brewer, Interim Director of Human Resources |
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