**ACCOUNTING SUPERVISOR**

**QUALIFICATIONS:**

1. At least one year of business school training or its equivalent beyond high school. Course work in bookkeeping, accounting, business English, and mathematics.
2. At least three years experience in accounting and bookkeeping.
3. Demonstrated competence in the use of business machines and familiarity with computer operations.
4. Ability to direct and supervise bookkeepers.

**REPORTS TO:** Assistant Superintendent for Business

**SUPERVISES:** Bookkeepers

**JOB GOAL:** To assist in the efficient administration of the district’s financial, accounting, and payroll matters.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the preparation of all accounting and payroll records.
2. Supervises the processing of invoices for payment.
3. Prepares and reconciles all financial reports.
4. Maintains revolving checking account.
5. Closes books and prepares end-of-year reports.
6. Maintains records of all financial transactions.
7. Maintains investment and interest records.
8. Maintains tuition payable and receivable records.
9. Maintains records of bonded indebtedness.
10. Oversees business office record and filing systems.
11. Oversees the processing of purchase orders.
12. Organizes and oversees annual bidding of materials, equipment, and services.
13. Supervises the maintenance of inventory records, use and repair of Education Center business machines, and ordering of general office supplies and materials for the Education Center.
14. Supervises and distributes work to bookkeepers.
15. Assumes such other related duties as may be assigned.

**TERMS OF EMPLOYMENT:** 12 months

**EVALUATION:** According to Board Policy