**ACCOUNTING SUPERVISOR**

**SUPERVISOR:** Business Manager

**QUALIFICATIONS:**

1. Background of general accounting courses.
2. Experience in general accounting, with additional school bookkeeping experience a strong preference.
3. Knowledge of computer operations.
4. Knowledge of social security, worker’s compensation, and unemployment rules and regulations.
5. Knowledge of federal and state tax regulations.
6. Knowledge of and ability to communicate to employees information about benefits (dental, medical, life, disability insurance, flexible spending plan program, annuities, etc.).
7. Understanding of bank procedures, investments, (CDs, treasury notes, etc.), checking accounts, and collateral.
8. Excellent at detail work; accurate.
9. Ability to keep proper records of all expenditures, receipts and investment accounts, and to follow District procedures in dealing with these accounts.
10. Familiarity with state and federal report forms and ability to generate necessary information to complete these forms.
11. Ability to establish a feeling of trust and confidence in all employees and knowledge to aid them in employee benefit analysis and problem solving.
12. Knowledge of the Michigan Program Accounting System and ability to learn and use District account sequence.

**ATTRIBUTES:**

1. Attitude – Should attempt to have good working relationship with all staff members and should be able to supervise staff in a firm but cheerful manner. Must recognize importance of confidentiality of work.
2. Initiative – Should initiate projects and reports as needed and anticipate unusual work loads and prepare for them. Can work with minimal or no supervision. Be a self-starter who can set priorities for work to be completed. Can effectively organize work.
3. Cooperation – Should understand purpose of the position and District Business Office in relationship to the total operation of the District and can coordinate projects with other staff for successful completion of work.
4. Adaptability – Must be able to deal with interruptions from co-workers and staff. Can work on several projects/reports at one time, and will interrupt one project to help in another. Should recognize the order of importance of all work to be done and be willing to accept changes in assignment from Business Manager.

**POSITION GOAL:** To oversee that the functions of the accounting department run smoothly and efficiently. To provide accounting assistance to the District staff. To assist the Business Manager with the financial responsibilities of the District.

**RESPONSIBILITIES:**

1. Dependable and willing to adjust work hours to fit demands of job.
2. Supervise District Business Office staff.
3. Supervise accounts payable, receivable, payroll and impressed fund functions and the personnel who perform these duties.
4. In the absence of the Business Manager, shall assume responsibility for overall supervision of the District Business Office.
5. Responsible for insurance payments, reports and acting as intermediary in settling insurance problems.
6. Check all payroll, workers compensation, and unemployment reports for accuracy.
7. Oversee the completion of state reports as required.
8. Oversee the completion of the quarterly federal and state tax reports.
9. Explain benefits to all new employees.
10. Supervise and assist payroll personnel in preparing and checking salary records for all staff.
11. Prepare records and provide financial information for district annual and special audits.
12. Prepare monthly financial statement (by fund) and bank reconciliations.
13. Help in preparation of the district annual budget.
14. Assign appropriate accounting codes to expenditures and receipts as they relate to the district budget.
15. Transfer bank funds to appropriate accounts to cover expenditures (as necessary).
16. Under direction of the district treasurer, invest school funds according to banks’ current statements of condition and collateral.
17. Complete annual evaluations for accounting department personnel.