**ACCOUNTING SUPERVISOR**

**DEPARTMENT:** Business Office

**SUPERVISOR’S TITLE:** Director of Business Affairs

**EDUCATIONAL REQUIREMENT:** B.S. Degree

**EXPERIENCE:** 2 years

**INTRODUCTORY STATEMENT (JOB GOAL):** B.S. in business, accounting, finance, or management. M.B.A. preferred, but not required.

**PRIMARY DUTIES/RESPONSIBILITIES:**

1. Financial Accounting – supervise payroll, accounts payable, general ledger accounting, and employee benefits.
2. Cash Management – project cash requirements of District and keep funds invested until needed.
3. Real Estate Tax Administration – create bills for tax collectors. Develop monthly reports of payments and unpaid accounts. Supervise the four municipal tax collectors.
4. Supervise data processing for the school district computer, including budget preparation, payroll, taxes, accounts payable, monthly reports, and assist other departments in their use of the system.
5. Debt Service – maintain debt schedules and audit trustee operation.
6. Supervise Student Activity Accounting to be certain schools are adhering to the Board adopted manual.
7. Prepare state reports for debt service, rental reimbursement, tuition rate, indirect cost, annual financial and others as required.
8. Work with and assist the State and local auditors.
9. Other duties as assigned by the Director of Business Affairs.

**NORMAL WORK HOURS:** 8:30 AM – 5:00 PM (1/2 hour lunch). Other hours as needed to complete job functions.

**SALARY RANGE:**