

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

## ADMINISTRATION

ACCOUNTING SUPERVISOR - CLASSIFIED MANAGEMENT

## BRIEF DESCRIPTION OF POSITION

Under the administrative direction of the Director of Fiscal Services and Chief Business Official, performs professional accounting work in maintaining district accounting records.

## MAJOR DUTIES AND RESPONSIBILITIES

- Supervises accounting and payroll department personnel and procedures.
- Prepares, reviews and files State, county and special project accounting reports.
- Ensures that the financial records of the District are maintained in auditable form and acts as liaison with independent, State or Federal auditors during any examination of the District's financial records.
- Reconciles Districts' income, expenditure and general ledger accounts regularly.
- Maintains liaison with school, department and County Office of Education personnel regarding account coding and transfers.
- Closes or assists in closing Districts' books at fiscal year close and prepares new year's beginning balances.
- Prepares and supervises the preparation of periodic State, county and special reports.
- Supervises the maintenance of records of all receivable and liabilities of the District.
- Deposits all moneys received in the District into proper accounts and funds.
- Supervises and audits preparation and disbursement of District vendor warrants.
- Performs related duties as required.

## DESIRABLE QUALIFICATIONS

### *Knowledge of:*

- Modern office practices, procedures and equipment, filing, record keeping, and telephone techniques and etiquette
- Principles and practices of governmental budgeting and accounting
- Public retirement systems and health and welfare benefits programs
- Proper English usage, spelling, vocabulary, grammar, punctuation, and arithmetic
- Auditing practices and procedures

### *Ability to:*

2133.2(a)

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

- Establish and maintain cooperative relationships with those contacted in the work; prepare clear, complete, and concise financial reports; and supervise a wide scope of school district accounting functions.
- Supervise and evaluate accounting and payroll department personnel

## **EXPERIENCE**

At least five years of professional accounting experience, preferably in a school district business office.

## **EDUCATION**

Education equivalent to completion of two years of college. or business college with a major in accounting or business administration. School business experience will be considered in lieu of education.

## **PHYSICAL ABILITIES**

- Ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Visual acuity sufficient to recognize people, words, and numbers
- Hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment
- Speaking and hearing ability sufficient to hear over phone and carry on routine conversations

## **WORK ENVIRONMENT**

Work is performed in an office environment with minimal exposure to health and safety considerations

## **OTHER REQUIREMENTS**

- Fingerprint background check clearance with DOJ and FBI
- TB clearance