

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Accounting Supervisor for Accounts Payable and General Ledger
Location: Superintendent's Office
Job Group: Non-Union, Non-Certified Staff
Reports To: MRUSD Business Manager

Summary: Under the direct supervision of the Business Manager, supports the financial management functions of the school district by supervising the Accounts Payable, Accounts Receivable and Purchase Order functions and the daily fiscal operation of the school district. Performs special projects.

Essential Duties and Responsibilities:

1. Responsible for the Accounts Payable/Accounts Receivable functions:
 - a. Supervises the verification of account information on purchase order requisitions; auditing vendor contracts, purchase orders, and vouchers; and the preparation of reports to substantiate individual transactions prior to settlement.
 - b. Reviews weekly accounts payable warrants for accuracy prior to issuing checks.
 - c. Prepares tuition bills for regular education and Special Education.
 - d. Prepares billings for miscellaneous services, building use, PAC, etc.
2. Analyzes financial information.
 - a. Details assets, liabilities, and capital, and prepares balance sheet, profit and loss statements and other reports to summarize current and projected financial position.
 - b. Provides financial reports to building level administration on a regular basis or as requested.
 - c. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
 - d. Prepares state, federal and district financial reports as directed.
 - e. Oversees and compiles information for the annual audit.
3. Coordinates and documents procedures for the implementation of accounting controls and devises and implements systems to manage the daily general ledger accounting and accounts payables and receivables.
4. Prepares financial information.
 - a. Oversees and assists with recording cash receipts and implements system for banking such as, but not limited to transferring district money in and out of accounts as authorized, oversees reconciliation of district bank accounts.
 - b. Monitors cash flow to ensure that funds are available to pay checks presented for payment.

- c. Prepares governmental reports as required.
 - d. Records food service invoices.
 - e. Records credit card activity.
 - f. Records and manages the rentals and district wide accounts.
 - g. Maintains vehicle registration information and processes renewals.
- 5. Manages the bank reconciliation and deposits.
 - 6. Supports student activity accounting systems.
 - 7. Serves as backup to other accounting positions as the need arises.
 - 8. Performs other tasks and duties as assigned.

Supervisory Responsibilities: Responsible for overseeing Payroll and Accounts Payable/Accounts Receivable staff. Essential requirements include the ability to demonstrate leadership in a collaborative team setting to ensure effective job performance. An understanding of GAAP (General Accepted Accounting Principles) is vital for this role.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's degree or the equivalent is preferred; or four or more years' related experience and/or training; or equivalent combination of education and experience is required. Prior education and background in accounting is preferred. Candidates must demonstrate proficient experience with Excel software.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from co-workers, individuals, or groups from the greater school community.

Mathematical Skills: Ability to apply simple and advanced mathematical concepts such as addition, subtraction, multiplication, fractions, percentages, and frequency distribution, analysis of variance, correlation techniques, and factor analysis.

Reasoning Ability: Ability to define problems: collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Ability to establish and maintain effective working relationships with staff and the greater school community. Knowledge of computer software and database management, including but not limited to: spreadsheet and financial software, employee databases, word processing, and email applications. Ability to perform duties with awareness of all District requirements and School Board policies.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the district may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk on the phone. The employee is required to stand, walk, operate a computer, and reach with hands and arms. The incumbent must demonstrate manual dexterity to operate a computer, adding machine, phone and other office machinery. The employee must occasionally lift and/or move up to 50 pounds, such as accounting reports or cases of computer paper. Specific vision abilities required by this job include close vision.

Work Environment: The work environment characteristics described here are typical of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The work performed is generally in an office environment. Occasionally the incumbent may have to travel to other locations.

Evaluation: Annually by the Business Manager.

Revision Date: 02/22/24

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.