

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Accounting Supervisor	Department: Business
Immediate Supervisor's Position Title: Director of Business Affairs	FLSA Status: Exempt
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: Under the direction of the Director of Business Affairs, the Accounting Supervisor assists with fiscal reporting, budget preparations and financial projections and the coordination of work flow and staff operations within the Business Office.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides required reporting to outside agencies.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Ensures that the District's reporting system is in compliance with State of Minnesota UFARS requirements, as well as GASB and other guidelines.Provides Nonpublic school/Home School State Aid reports to the Minnesota Department of Education.Manages Federal Programs' financial reporting and recommends to program coordinator(s) changes to maximize revenue.		

Duty/Responsibility No:	2	Statement of duty/responsibility: Coordinates the daily workflow of accounting and payroll tasks of the Business Office.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Supervises and provides work direction to the Payroll Bookkeeper (Accounting Specialist), the Assistant Payroll Bookkeeper (Accounting Technician), and the Accounts Payable Bookkeeper (Accounting Technician).Provides for and reviews monthly reports of expenditures and revenues.Assists the Director of Business Affairs in planning and directing the administration of the business office.		

Duty/Responsibility No:	3	Statement of duty/responsibility: Assists the Director of Business Affairs in all areas of revenue and expense, budget preparation, projections, cost management and control.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Completes fiscal reporting in the areas of budget preparations and financial projections, in accordance with Board of Education parameters. • Monitors appropriate aspects of both the financial and human resource programs. • Provides data for the budget. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Manages the District's investment and cash flow processes.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Ensures that bank balances are adequate to meet the District's daily financial obligations. • Maximizes returns on the District's cash investments. • Recommends investment strategies to the Director of Business Affairs. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Conducts audit of employee health and dental insurance premium deductions calculated by Personnel Department.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Ensures that annual payroll deductions for these premiums are correct, according to employee labor agreements or individual employment agreements, as appropriate. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Coordinates the annual auditing process.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Collaborates and works closely with outside auditors. • Prepares audit schedules, documents or materials at the request of audit personnel. • Assists the Director in implementing audit findings and recommendations, as needed. 		

Duty/Responsibility No:	7	Statement of duty/responsibility: Determines and coordinates updates and upgrades to appropriate software systems.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Coordinates with Region V to ensure that the SMART Finance and SMART HR (human resource information) systems are updated and upgraded, as necessary. 		

Duty/Responsibility No:	8	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Baccalaureate degree.
	High school diploma or GED.		Major field of study or degree emphasis: Accounting, finance or a closely-related field.
	1 year college	2 years college	
	3 years college	X 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Principles of accounting and auditing. Business and financial management. Appropriate computer software, such as spreadsheets, databases and word processing. Knowledge of UFARS. Fundamentals of supervisory concepts, principles and practices. Knowledge of district administrative guidelines, policies and procedures. Knowledge of relevant laws, rules, statutes, regulations and guidelines pertaining to areas of responsibility.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: At least one year of fulltime experience in a professional-level accounting or finance position, preferably in a school district or public sector setting.			
Required Supervisory Experience: Previous experience supervising employees is preferred.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: A CPA license is required.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable and payroll processing. • Verbal and written communication. • Using online financial programs, including online reporting. • Developing and implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods. • Preparation of various local, state or federal accounting/fiscal reports. • Delegating, supervising, evaluating and monitoring accounting support personnel. • Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, budget requirements and other financial projections.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Payroll Bookkeeper	1
2	Assistant Payroll Bookkeeper	1
3	Accounts Payable Bookkeeper	1
TOTAL		3

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms	x			
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. There are no special vision requirements for this classification, other than normal vision.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History: