

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF ACCOUNTING, AUDITING, AND PROCUREMENT

POSITION: Supervisor of Accounting, Auditing, and Procurement

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

The Supervisor of Accounting is responsible for recording, classifying, and summarizing school district business and financial transactions and analyzing, verifying, and reporting the results thereof. He/she assists the Assistant Superintendent of Fiscal Services and Human Resources in the development and implementation of policy and procedures governing all financial accounts required by local Board, State, and Federal agencies.

REPORTING RELATIONSHIPS:

- Reports directly to the Assistant Superintendent of Fiscal Services and Human Resources; and
- Works cooperatively with other administrators, staff, and agencies to perform duties as outlined.

ESSENTIAL FUNCTIONS:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the Assistant Superintendent of Fiscal Services and Human Resources.

- Maintains financial system account code structure. Controls proper classification and recording of receipts and disbursements for all District Funds;
- Monitors receipts and disbursements for month-end General Ledger reporting. Reviews month-end trial balances and oversees development of monthly Cash Balance Statement and District Financial Reports;
- Performs electronic fund transfers and ACH wires;
- Executes monthly cost center manager financial reports and ad hoc system reports at management's request;
- Develops, installs, and maintains budgeting systems, which provide control of expenditures;
- Monitors District Funds budget activity. Advises management concerning negative budget balances and receipts on self-funding programs. Provides technical assistance in budgeting and accounting to cost center and special fund program managers;
- Prepares District expense and revenue projections and trend analysis for management review. Works with management to recommend cost savings for the District;
- Completes year-end closing of District financial system. Oversees and assists in preparation of year-end State and Federal financial reports including Annual Financial Report, Annual Schedule of Federal Financial Assistance, and Federal Program budgets and accounting reports;
- Directs the District's cash management process and prepares cash flow schedule for the District's investment portfolio;
- Acts as District liaison for Federal, State and Independent Auditors;
- Devises forms and prepares manuals required to guide activities of accounting and budgeting for administrative and technical personnel who maintain financial systems and record financial data;

- Provides recommendations to data processing specialists for updates in the accounting system and the development of improved computerized processes, including form design, coding systems, scheduling, and accounting controls;
- Responsible for the supervision of the Accounts Payable, Accounting/Auditing, and Purchasing Offices;
- Coordinates proper accounting procedures for individual school budgets, payroll, activity funds, accounts payable, procurement, Federal programs and other related areas. Maintains maximum financial controls to assure that all transactions processed by the Department of Fiscal Services are in compliance with local Board policies, State and Federal laws;
- Prepares presentations and attends Committee and School Board meetings as directed by the Assistant Superintendent of Fiscal Services and Human Resources;
- Assists in providing accurate and timely financial reporting;
- Analyzes financial data for accuracy;
- Calculates receivables, payables, prepaid expenses, and other audit working papers for the yearly audit;
- Prepares and analyzes supporting schedules for annual audit and other audits conducted of St. Mary's County Public Schools;
- Posts and analyzes cash receipts;
- Prepares General Fund, Debt Service, and Trust/Agency financial reports as required; and
- Provides training to site administrators and secretarial staff in accounting, applications, and financial report preparation and interpretation.

DUTIES AND RESPONSIBILITIES:

- Reconciles General Fund, Trust Agency, and Debt Service financial records;
- Provides guidance to assist administrators in preparation of monthly reports and information as required;
- Represents the school district at professional meetings and conferences related to General and Trust Agency Funds;
- Monitors and maintains bank accounts for the district;
- Reviews and improves financial procedures for programs;
- Examines and analyzes financial documents, accounts, and procurement transactions;
- Maintains ledgers, journals, and/or other accounting documents and records for General Fund, Trust Agency, and Debt Service programs;
- Monitors and analyzes expenditures made by others to ensure compliance with procurement and financial reporting requirements and deadlines;
- Prepares invoices for General Fund and Charter School;
- Records and reconciles the annual out of county and informal kinship care liabilities;
- Acts as the fiscal Point of Contact for the Charter School and reconciles those expenditures within the General Fund;
- Monitors purchase order status for General, Debt Services, and Trust Agency Funds;
- Prepares monthly and annual financial reports for General, Debt Service and Trust Agency Funds;
- Works closely and cooperatively with independent auditors, Maryland State Department of Education auditors, and other auditors;

- Composes and prepares correspondence;
- Maintains records required by policy, regulation, law or good practice;
- Proofreads material as required;
- Performs salary and benefits studies as required;
- Is familiar with duties of all positions in the Department of Fiscal Services and assists in each as required;
- Keeps the Assistant Superintendent of Fiscal Services and Human Resources informed of activities performed and problems requiring action;
- Communicates with staff, Maryland State Department of Education, and county personnel on matters pertaining to General Fund programs; and
- Performs other duties as assigned by the Assistant Superintendent of Fiscal Services and Human Resources.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary:

- Bachelor's degree with a major or concentration in Accounting, Business, or Economics required, MBA preferred;
- Ten years of progressively responsible accounting experience;
- Two years of experience in governmental accounting required, preferably in a school district;
- Audit experience a plus;
- Ability to use a calculator, computer terminal, personal computer and other business machines rapidly and accurately;
- Ability to maintain accounting reports and to prepare reports from such records;
- Ability to establish and maintain a good working relationship with others;
- A willingness to work additional hours as needed to accomplish the purposes and to meet the deadlines of the department;
- Knowledge of Federal, State and Local government fund accounting rules, regulations and reporting requirements;
- Knowledge of and extensive experience in word processing and spreadsheet software applications (preferably Microsoft applications);
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts;
- Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; and
- Proficiency in the use of technology for individual and system management, communication, and research.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the Supervisors and Administrators personnel salary schedule (#5) – Range E.

BARGAINING UNIT ELIGIBILITY: SMASA