

Job Description

Job Title: Assistant Supervisor, Accounting

Position Code: 1E05, AE05

Job Classification: Exempt

Supervisor: Supervisor, Accounting

Pay Grade: 40

Contract Length: 245 Days

Job Summary: Position is responsible to assist the Accounting Supervisor in maintaining all accounting records and preparing financial reports of Newport News Public Schools to include assisting bookkeepers with school activity funds.

Essential Duties:

1. Assists with ensuring the accurate representation of financial transactions within the financial accounting system (MUNIS) and the efficient operation of the accounting department.
2. Maintains and monitors accounts receivable records in MUNIS, processes school facility rental forms and performs collection activities as needed.
3. Completes vendor payments by verifying invoice coding; verifying entries and comparing system reports to balances; analyzing invoice/expenditure reports; recording entries.
4. Processes payment of other division wide invoices (rent payments, payments to City, travel agent, etc.).
5. Administers all aspects of contract with office supply vendor to include establishing authorizations, account codes and payment of monthly invoice.
6. Reviews and prepares monthly summary of employee mileage reimbursements to be submitted to payroll for payment.
7. Custodian of petty cash fund.
8. Monitors accounts payable clerks daily entries, approves and posts daily batches.
9. Prepares and/or reviews journal entries.
10. Assists with the month-end and year-end closing process.
11. Serves as primary liaison with human resources, payroll, budget and grant administrators to ensure employees are charged to the correct account code; makes correcting journal entries as needed.
12. Assists with the preparation of the annual Comprehensive Annual Financial Report (CAFR) and accompanying schedules for the annual audit.
13. Assists with the preparation of the Annual School Report (ASR) to be submitted to the State Department of Education.
14. Assists with the preparation of routine monthly reports.
15. Acts as primary resource for school bookkeepers regarding accounting procedures for school activity funds, conducts mini-audits of their financial records and provides direction in the efficient use of accounting software modules to create accurate representation of transactions and reports.
16. Maintains relationships with vendors, school bookkeepers and departmental managers by reviewing open issues and resolving problems.
17. Acts as supervisor of other accounting staff in the absence of the Accounting Supervisor.

Other Duties:

1. Performs any other related duties as assigned by the Accounting Supervisor or other appropriate administrator.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required):

Bachelor's degree in a business related field with at least five years of experience or any equivalent combination of experience and training. Must be knowledgeable about generally accepted accounting principles (GAAP) for governments. Ability to process a variety of financial transactions in a modern financial computer system. Ability to train and coach bookkeepers and school secretaries in using financial software. Must be able to use spreadsheets, word processing

and financial software; knowledge of Microsoft Office preferred. Must possess ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions. Must possess ability to maintain various accounting subsidiary records and coordinate activities with other employees and auditors.

Reports to: Accounting Supervisor

Working Conditions and Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones to that others may understand clearly; physical agility to lift and carry up to 10 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in an office setting. The noise level in the work environment is usually moderate.

Supervision Exercised: All staff assigned by Supervisor

Supervision Received: Supervisor, Accounting

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Supervisor, Accounting will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date