

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Whittier, California

BP 11171 (BB)

ACCOUNTING SUPERVISOR MONTHLY SALARY SCHEDULE

Adopted: 07-11-19 (Revised 04-09-20)

Effective 08-01-19

Step 1	\$ 8,025
Step 2	\$ 8,425
Step 3	\$ 8,847
Step 4	\$ 9,289
Step 5	\$ 9,754
Step 6	\$10,241

2.25%-Effective 8/1/19

Vacation Allowance

Personnel on this schedule will be entitled to 15 working days' vacation annually.
Refer to Board Policy 11181 Vacation Allowance – Classified for additional allowances.

BASIC FUNCTION

Plan, manage, direct, organize, and control the fiscal operations of ROP; prepare, develop, monitor, and administer the ROP budget and related policies and controls; development and maintenance of accounts; direct payroll and accounting functions; development and revision of processes; provide financial analysis to the Superintendent and Board of Trustees.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES

Responsible for the functions and activities of fiscal services department, including budget preparation and control, payroll preparation, fiscal record management, risk management, systems and processes related to the disbursement of funds, and internal account auditing.

Responsible for periodic financial statements and operational reports which provide data concerning income and expenditure position, and the state operational processes.

Perform fiscal analyses, audits, product and service assessments, and preliminary budget estimates and projections, including preparation of required fiscal reports, as necessary, to the Los Angeles County Office of Education and the State Department of Education.

Plan, develop, and implement fiscal and operational goals and objectives.

ACCOUNTING SUPERVISOR MONTHLY SALARY SCHEDULE (continued)

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Responsible for maintaining legal compliance files and preparing reports required by federal, state, and local agencies.

Responsible for the management of purchasing, accounts receivable, accounts payable, and fiscal aspects of health benefits.

Direct appropriate bid and acquisition procedures in the procurement of required materials, supplies, equipment, and services.

Review, inspect, analyze, audit, and evaluate the fiscal services department and the program effectiveness of subordinates.

Confer with, advise, and counsel subordinates pertaining to unusual and unforeseen problems, issues, and concerns, and provides leadership and expertise in the determination of alternative problem solutions.

TYPICAL RESPONSIBILITIES

- Administration and review of required waivers, licenses, agreements, memoranda of understanding, or other contracts for legal compliance and fiscal oversight
- Advise the Superintendent of unusual trends or problems and recommend appropriate corrective action
- Analyze fiscal, budgetary, and financial data (e.g., journals, general ledgers of financial transactions, reports, data, etc.) to determine accuracy of fiscal and financial records within established parameters
- Assure proper financial management of ROP funds, including the general fund, revolving cash account, and other funds
- Audit financial records to ensure operations are adhering to accounting and purchasing standards and practices
- Communicate and consult with internal and external administrators, personnel, outside organizations, and the community to coordinate activities and programs, resolve issues and conflicts, exchange information, develop fees for services, develop complex budgets and enhance budget control
- Conduct research and analyze data to make or revise fiscal policies and procedures
- Coordinate the process of a variety of fiscal information, files and records (e.g., ancillary, general statistical, and cost records, payroll/retirement, accounts payable, general accounting, etc.) to ensure up-to-date reference and audit trail for compliance
- Develop and implement budget guidelines, timelines, policies and projections
- Develop and implement intermediate and long-range income and expenditure projections

ACCOUNTING SUPERVISOR MONTHLY SALARY SCHEDULE (continued)

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- Direct the preparation and maintenance of a variety of mandated and requested narrative and statistical reports, records and files related to budget control, financial statements, accounts payable and accounts receivable; submit or present reports to the Board, administrators or appropriate local, state, or federal agency
- Direct the preparation of vendor payments, collection and posting of revenues, and reconciliation of ROP accounting records; approve vendor payments, ensuring payments are properly processed according to established procedures
- Directs year-end closing of accounts; closing files and completing records to ensure year-end accountability
- Establish, implement, and revise changes in the systems, and in the goals and priorities; evaluate effectiveness of department operations
- Maintain ancillary general, statistical, and cost accounting records for the purpose of updating information and/or recommending final action in compliance with accounting requirements
- Maintain cash controls for the ROP; prepare and update cash flow projections
- Manages the account code classification of income and expenditure items
- Monitor and audit the accounting and financial record management and reporting functions to assure established operational procedures and guidelines are followed
- Monitor income and control expenditures assuring compliance with established budgetary guidelines
- Monitors financial reporting and record-keeping and accounts payable and receivable
- Plan, organize, and control ROP budgets annual budget development under established guidelines
- Plan, organize, and implement long- and short-term programs and activities designed to enhance budgets and financial and accounting activities
- Prepare a variety of written materials, (e.g., reports, transmittals, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal, and administrative requirements
- Provide technical expertise, information, and assistance to the Superintendent and Leadership regarding ROP budgets, accounting activities, and fiscal matters to assure accounting procedures meet fiscal account requirements
- Select, train, and supervise assigned personnel; arrange employee schedules, assign duties, evaluate performance, and discipline
- Serve as a liaison between ROP and LACOE and other authorities
- Supervise the billing process of services provided by ROP to ensure allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed
- Support and implement the District Strategic Plan and the Board/Superintendent Priorities

OTHER DUTIES

Perform related duties as assigned.

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The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of this job.

KNOWLEDGE, SKILLS, AND ABILITIES**KNOWLEDGE OF**

- Accounting, budget, and business functions of ROP
- Accounts payable, accounts receivable, including general financial practices as it relates to and impacts job responsibilities
- Budget administration, preparation, and control
- County and state laws, regulations, and reporting requirements for various funds and programs relating to ROP
- Development, administration, and methods of reporting and processing financial data
- Financial analysis and projection technique
- Financial and statistical record-keeping techniques
- Generally-accepted accounting and auditing principles, practices, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Knowledge and ability to perform complex statistical and arithmetic calculations
- Knowledge of account classification and accounting entries (SACS knowledge highly desirable)
- Operation of a computer and assigned software
- Oral and written communication skills
- Pertinent federal, state, and local laws, codes, and regulations
- Planning, organization, and direction of fiscal operations and activities
- Principles and practices of administration, supervision, and training
- Principles and practices of ROP accounting including auditing, budgeting, and fiscal control principles and procedures
- Understand complex multiple-step instructions
- Use good judgment in the application of ROP policies

ABILITY TO

- Analyze financial data and prepare forecasts and recommendations
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Demonstrate strong scheduling and organizational skills
- Direct the maintenance of a variety of records, reports, and files related to assigned activities
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Meet schedules and timelines
- Operate a computer and assigned office equipment

ACCOUNTING SUPERVISOR MONTHLY SALARY SCHEDULE (continued)

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- Perform audits and analyze audit reports
- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment
- Plan, organize, control, and direct the fiscal operations and activities of ROP
- Plan, prioritize, and organize work
- Prepare comprehensive narrative and statistical reports
- Prepare financial and budget reports required by the state, administration, federal agencies, and the Board of Trustees
- Prepare, develop, monitor, and administer the ROP budget and related policies and controls
- Supervise the performance of assigned personnel
- Work effectively with others under a wide variety of circumstances
- Work independently with little direction

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, business administration, or closely-related field preferred
- Five years increasingly responsible experience in the administration of budgets or accounting activities
- Two years in a supervisory capacity
- Public school experience desired
- CPA Experience highly desired

LICENSES AND OTHER REQUIREMENTS

Valid California Class C Driver's License

WORKING CONDITIONS

ENVIRONMENT

Office environment

PHYSICAL DEMANDS

- Ability to kneel, bend at waist, reach overhead, above the shoulders horizontally to retrieve files and supplies
- Ability to lift up to 25 pounds
- Ability to sit for extended periods of time; stand, stoop, bend, climb, walk, squat, kneel, and twist
- Dexterity of hands and fingers to operate a computer keyboard
- Full range of motion of the shoulder, back, hip, and knee
- Hearing and speaking to exchange information and make presentations
- Visual acuity to read a variety of materials and computer screens, including spatial depth

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MENTAL DEMAND

- Analyze and solve problems
- Interact successfully with various groups of people encountered in the course of work
- Learn and apply new information or skills
- Make observations
- Perform highly detailed work
- Read and interpret information
- Use mathematical reasoning
- Work on multiple, concurrent tasks with frequent interruptions
- Work under intensive deadlines and meet productivity requirements
- Written and oral communication skills