

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Supervisor of Accounting and Payroll

QUALIFICATIONS:

The Supervisor of Accounting and Payroll shall possess a Bachelor's degree with a major in accounting, finance or a closely related field or seven (7) years of related experience in a school or other similarly oriented financial management position or other related field is preferred. The Supervisor of Accounting and Payroll shall possess particular experience in areas such as accounting cost and fund accounting, cash management, payroll, accounts payable, student activity accounts, internal controls, and financial software in school district finance or financial institution preferred. The Supervisor of Accounting and Payroll shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

School Business Manager

PERFORMANCE EVALUATION:

The Supervisor of Accounting and Payroll shall be evaluated annually in narrative form based on the goals and objectives established by the Supervisor of Accounting and Payroll and the School Business Manager.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Supervisor of Accounting and Payroll assists the School Business Manager in the financial management of the District. As a member of the Administrative Staff, he/she shall provide leadership for the School District, inform the School Business Manager of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the

Superintendent or designee of his/her activities and as requested. The Supervisor of Accounting and Payroll in conjunction with the School Business Manager shall develop annual job goals that will become part of the criteria used to evaluate the Supervisor of Accounting and Payroll.

In carrying out these responsibilities, the Supervisor of Accounting and Payroll shall:

1. Assist in the financial management of the District to ensure that the system of internal financial controls effectively and efficiently safeguard the assets of the District and provide accurate and timely financial information as required by the District and to ensure compliance with federal, state, and District policies and procedures;
2. Perform any and all necessary and appropriate financial accounting, management, and reporting functions in accordance with Generally Accepted Accounting Principles (GAAP), including the entering, monitoring, close out AND Reporting of all financial transactions to include posting, adjusting, and closing of the general ledger and subsidiary ledger accounts in all funds;
3. Act as liaison from central Administrative staff to school-based staff in the accounting and financial management of school-based funds such as student activity and revolving accounts, Quicken financial management and other financial and accounting functions. Maintain and update District financial management handbook for use by school-based staff; train and assist school-based staff as necessary;
4. Conduct periodic internal audits or other internal control examinations to include, but not be limited to, employee reimbursements, student activity accounts, and cash holdings;
5. Provide financial oversight management of all federal and state grants;
6. Supervise payroll and accounts payable clerical staff; assist in preparation of payroll or accounts payable warrants as may be necessary;
7. Assist the Treasurer in cash management and bank reconciliation;
8. Perform all necessary MUNIS Financial Software account, permission, and user maintenance;

9. Assist in providing the District with financial information, analysis, and recommendations to serve as the basis for operating and capital expenditure decisions;
10. Ensure that adequate internal accounting control exists to properly safeguard the District's assets;
11. Assist in the supervision and direction of the daily financial and personnel operation of the District, including the necessary coordination between and among District staff in the operation of the District's financial and personnel software system;
12. Assist the District's auditors in the performance of fiscal and/or compliance audits;
13. Assist in the production of the District's end-of-year *Pupil and Financial Report*; and
14. Conduct any other business and finance staff duties and responsibilities as directed by the Superintendent of Schools or designee, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent or designee.

SUPERVISES:

Payroll and accounts payable clerical staff and any employee as may be assigned by the Superintendent

Approved on January 16, 2007

Updated on February 4, 2008

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 02/04/08