



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: ACCOUNTING SUPERVISOR

QUALIFICATIONS:

1. Bachelor's Degree in Accounting, Finance or related business field
2. Five (5) years' experience in the accounting field; Governmental accounting preferred
3. Supervisory Accounting experience preferred

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Recommends and supervises division employees and assures that all work is accomplished in an efficient and accurate manner.
2. Develops and maintains financial documents based on FEFP and Sunshine State Standards.
3. Oversees all routine or special budget and financial reports such as monthly financial reports, final grant fiscal reports, etc.
4. Responsible for scheduling financial payments, accurately recording all transactions, making bank deposits and filings according to accepted accounting practices
5. Monitors cash flows for the District including all investing and short-term borrowing.
6. Responsible for all electronic transfers including filing payroll taxes, wiring for investment, wiring certain vendor payments, etc.
7. Serves as a liaison for the District with the financial auditors.
8. Oversees all fiscal responsibilities of all federal and state grants.
9. Manages various District requirements such as Tax-Exempt Certification, Time and Effort reporting, Indirect Cost rate calculation, etc. to ensure compliance
10. Assists Information Services with the testing and implementing of financial software upgrades.
11. Assists in training of District staff on financial software.
12. Responsible for the preparation and transmitting of the District's Annual Financial Report and the Annual Cost Report.
13. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually by in accordance with School Board Policy

Reviewed by Dept. of Human Resources

Revised: **APPROVED APR 12 2022**

Adopted by Bay District School Board: April 11, 2007 as
Manager of Financial Services