TITLE: **Activity Fund** **Accounting Supervisor**

QUALIFICATIONS:

1. A bachelor’s degree in accounting or related field
2. Has knowledge of generally accepted budgeting, accounting and auditing principals, standards and procedures
3. Has supervisory experience
4. Has specialized skills in accounting and computer operations
5. Has demonstrated competence in accounting, correspondence and respect for confidentially

1. Has three years of responsible financial record keeping experience with experience in an automated accounting environment

1. Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule
2. Has the ability to communicate effectively both orally and in writing
3. Has demonstrated the ability or potential to relate to and work effectively with staff and community

REPORTS TO: Director of Finance

JOB GOAL: To implement the prescribed accounting procedures insuring an adequate system of recording transactions and providing a responsible system of accounting for the School/District Activity Funds.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for compliance with Federal, State, local laws and regulations including Accounting Procedures for Kentucky School Activity Funds (Redbook) related to financial reporting

1. Supervise the accounting processes for School/District Activity Funds implementing the most efficient procedures
2. Work with schools in establishing and monitoring budgets for the District Activity Funds
3. Assist principals in establishing and monitoring School Activity Funds’ Budgets in accordance with Accounting Procedures for Kentucky School Activity Funds (Redbook)
4. Develop and maintain a structured chart of accounts related to School/District Activity Funds
5. Responsible for determining the availability of funds prior to the processing of purchase orders
6. Responsible for reviewing account coding of purchase orders and vendor invoices and payroll transactions
7. Communicate with vendors and employees to arrange payment or resolve discrepancies, as necessary
8. Prepare data to be included for IRS 1099 tax filing
9. Responsible for reviewing school deposits
10. Comply and maintain an awareness of state imposed standards related to accounting processes
11. Supervise accounting staff as designated by Director of Finance
12. Responsible for implementing a program of training for school personnel as it relates to school financial reporting systems
13. Coordinate limited internal audit processes as directed by the Director of Finance
14. Perform other duties consistent with the position assigned as may be requested by the Director of Finance.

TERMS OF EMPLOYMENT:

* Salary
* 8 hours per day
* 246 days per year
* Board approved: ??/??/2014