

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools

Educating our students to reach their full potential

Location: District Office
Department: Finance/Accounts Payable
Reports to: Coordinator of Finance
Title: **Accounting/Accounts Payable Supervisor**
Compensation: Special Staff – Level 13
Hours: Position is full-time - 8 hours per day, 12-months

Position: **Accounting/Accounts Payable Supervisor**

Essential Job Function and Definition:

Oversee, direct and train account payable staff to ensure timely and accurate payments to vendors and reimbursements to district staff for business related expenditures. Assist with the development of the district's capital expenditure budget and spring budget adjustments for major federal and state grants. Provide financial and reporting assistance to the district's federal program administrators. Assist other program administrators in the budget management and reporting of state and miscellaneous grants.

Major Duties and Responsibilities:

Supervise, train and select accounts payable staff

- Assist with the selection of, train and supervise direct reports to ensure timely and accurate processing of invoices, procurement cards payments, check requests and employee mileage reimbursement requests.
- Support and deliver excellent customer service and communication to all district departments.

Accounts Payable

- Review and ensure all purchases meet district purchasing procedures and are in compliance with contracting and bid laws of the "Minnesota Legal Compliance Audit Guide for Political Subdivisions" and federal procurement procedures if federal funds are used.
- Responsible for timely and accurate payments to vendors, ensure payments are charged and properly classified to the appropriate budget codes.
- Assist with the maintenance of the district's account code structure to ensure compliance with UFARS and federal reporting requirements.
- Ensure vendor database is maintained and updated as required.
- Review and update procedures for accounts payable processing to improve efficiency and comply with district policies, state and federal reporting requirements.
- Daily review of new orders, receipts, and disbursement practices.
- Work in conjunction with financial systems supervisor to develop and implement new ways to incorporate the use of procurement cars for efficient payment to vendors (Approve2Pay).
- Provide training and feedbacks as needed.

Accounting Support for Federal and State Programs

- Oversee the financial aspects of the federal and state grants by working with program administrators to ensure that accurate budget data, expenditures and revenues are reflected in reporting systems (TIES finance system and MDE-SERVS).
- Responsible for coordinating all MDE-SERVS related required actions throughout the grant cycle.
- Assist with MyBudgetFile training for federal and state grants administrators.
- Prepare reimbursement requests for review and approval by program administrators to ensure timely payments by state and federal agencies.
- Communicate all program changes and updates to program administrators in a timely manner.

- Provide budget planning tools for program administrators; meet with them on an ongoing basis concerning budget allocation.
- Set up new account codes for tracking grant revenues and expenditures as needed.

Budget

- Assist with the development of the district's annual capital expenditure budget.

Audit

- Assist with the district's annual financial audit; prepare audit work papers related to areas of responsibilities.
- As needed, work with and provide support to program administrators for federal and state grant compliance reviews.

Other

- Work with other finance department management team members to develop finance department training programs for new and current district administrative and support staff.
- Other duties as assigned.

Qualifications Required:

Education/Experience

- Four-year degree in accounting, business or related field
- Demonstration of progressive accounts payable experience
- Experience in accounting and management information systems
- Five years minimum supervisory experience
- Experience with automated accounting systems
- School district accounting experience, experience with TIES applications preferred
- Experience with UFARS preferred

Technical Knowledge

- Extensive knowledge and experience in the use and design of spreadsheets and databases
- Microsoft Excel, Word and Access
- Principles, practices and terminology used in payroll and financial recordkeeping and reporting
- Up to date knowledge of laws, rules and regulations applicable to school districts and payroll practices
- Strong skills in organization, creative thought, initiative, systems thinking and problem solving
- Strong project management skills

Interpersonal Skills

- Strong supervisory skills
- Strong team and customer service orientation
- Demonstration of excellent oral and written communication skills
- Ability to manage, prioritize and complete work assignments from multiple sources