

4.25
October 1994
November 16, 2011
April 2014
February, 2016
January 2026

**BROOKFIELD PUBLIC SCHOOLS
JOB DESCRIPTION**

ACCOUNTING SUPERVISOR

GENERAL STATEMENT OF DUTIES

The Accounting Supervisor, supervises the activities of the office of the Director of Business and Operations. This roll is responsible for the oversight and coordination of a number of key district business functions so as to enable the Director to concentrate on the management of district operations.

SUPERVISION RECEIVED

Reports to the Director of Business and Operations and works with a high degree of latitude for independent judgment and decision-making.

SUPERVISION EXERCISED

Supervises:

Accounts Payable Coordinator
Payroll Coordinator
Accounting Clerk

JOB GOAL

To supervise the districts accounting functions to ensure the effective and efficient operation of the business office in support of the Director of Business and Operations.

EVALUATION

Performance is reviewed annually by the Director of Business and Operations for effectiveness and comprehensiveness of service to the District.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

(List is not all inclusive)

- Coordinates the district's Free and Reduced Lunch program including determination of eligibility, reporting and coordinating with the district's food services program.

- Acts as the liaison to the district's Food Services vendor and coordinates all bookkeeping responsibilities related to the operation.
- Oversees the coordination of transportation services and ensures the resolution of busing related problems as determined by Board of Education policies.
- Coordinates the district's accounts payable function including the verification of check registers and the posting of all transactions.
- Serves as liaison to the Director of Finance for the Town the reconciliation of all BOE funds, grants and bank reconciliations.
- Coordinates the district's My School Bucks program including funds management eligibility and reporting.
- Coordinates the billing, cash management and reporting functions for the pre-school program.
- Performs job responsibilities in a highly confidential manner including various items and/or reports pertaining to financial and personnel issues within the business office.
- Has ability to carry out all standard accounting functions; is familiar with hardware and current office software and is able to use them to process business functions more efficiently.
- Acts as the district's liaison to Munis for accounting and finance related concerns.
- Effectively communicates with parents, teachers and students utilizing the various multi-media communications tools available.
- Assumes such other tasks as may be assigned by the Director.

KNOWLEDGE, SKILLS, CAPACITIES

Ability to make decisions independently in accordance with established policies and regulations.

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Ability to make relatively complex mathematical computations rapidly and accurately. A good working knowledge of bookkeeping principles and practices as well as solid knowledge of general accounting concepts and procedures.

Administrative writing skills, verbal communication, professionalism, organization, teamwork.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. A minimum of a Bachelor's degree is required. Strong background in accounting.
2. A minimum of five years experience in a business setting with a strong accounting or finance focus is required.
3. Must be able to work independently and possess good decision making skills.
4. Must be a team player and work in close cooperation with central office administration and district staff.
5. Must have excellent verbal and written interpersonal skills.

TERMS OF EMPLOYMENT

Twelve month position, Paid Time Off [PTO] taken with consultation and approval of the Director of Business and Operations. Salary and benefits per negotiated contract. Other benefits as established and contractually agreed to by the Brookfield Board of Education.