

Job Title: Accounting Supervisor

QUALIFICATIONS:

- BS in Accounting/Finance
- 5+ years of accounting experience, with at least 2 years in a supervisory role
- Experience in governmental accounting preferred
- MBA and/or Licensed CPA preferred

REPORTS TO: Director of Finance

JOB DUTIES & RESPONSIBILITIES

- Monitor compliance with established accounting policies and procedures; recommend improvements to internal controls and procedures to ensure compliance with reporting requirements
- Monitors/assists Director of Finance in overseeing daily functions of the accounting office
- Responsible for general ledger management; preparing/posting journal entries; preparing and/or assisting the Director of Finance with preparing key end of month/year reports and reconciliations
- Assists with drafting reports and other data as needed by other district staff and departments
- Assists Director of Finance with cash management functions
- Assists in preparation and submission of AFR, annual budget, and other regulatory reporting
- Assist other accounting personnel with issues as requested/needed
- Performs reviews of accounts payable, payroll, accounts receivable, and grant transactions
- Performs review of School Activity Funds including bank reconciliations; posting of properly approved adjustments, transfers, and other transactions
- Assists school personnel with School Activity Funds issues and questions
- Manages non-grant accounts receivables (i.e. schools, district property leases, facility use, etc.)
- Provides support to the Director of Finance and other district staff to meet needs of external auditors, program reviews, and other regulatory oversight bodies
- Monitor/initiate processing of debt service payments and prepare annual debt service reporting documents (continuing disclosure requirements)
- Prepare monthly bank reconciliations for district operating and payroll accounts
- Receive, review, and reconcile investment account statements to GL
- Monitor property control functions/capital asset management for general, BRE, and School Food Service funds; reconcile property control/capital asset records to the general ledger
- Assist with managing record retention policy
- Serves on Natchitoches Tax Commission board as representative of NPSB
- Perform other duties as assigned by the Director of Finance and Superintendent

EVALUATION: Performance will be evaluated annually according to guidelines of the Natchitoches Parish Personnel Evaluation Plan.