

### ACCOUNTING SUPERVISOR

**Reports to:** Fiscal Services Controller

**Division:** Internal Services

#### Our ideal candidate

You are an innovative professional whose excellent communication skills enable you to establish rapport with and earn the trust of colleagues as well as end-users with varying levels of understanding. You are highly responsible and solutions-oriented, taking ownership of all tasks and responsibilities of the position. You successfully set priorities, work accurately and efficiently, and meet deadlines. You conduct research, thoroughly analyze data, and summarize and express complex concepts in an understandable way. You take the initiative to solve problems, either independently or in collaboration with others. You inspire the members of your team through mentorship, training, and leading by example. You are committed to providing the best service available to the Santa Barbara County Education Office.

#### General description

Under the direction of the Fiscal Services Controller, supervise and coordinate the work of staff engaged in fiscal reporting, fixed assets management, fiscal support of assigned programs or grants, and specific organization-wide accounting functions. Perform complex fiscal analysis, including research, problem solving, and recommending procedures affecting operations of Fiscal Services, supported programs, or the County Education Office.

#### Specific duties and responsibilities

- Oversee the preparation of fiscal reports, including but not limited to salary analyses and projections, fringe benefit costs, and interim budget reports
- Supervise the fixed assets management program, including preparation of depreciation schedules and oversight of the inventory database to ensure it is maintained in compliance with Governmental Accounting Standards Board requirements
- Research and implement laws, policies, and regulations relating to categorical programs
- Review and monitor expenditures and budget balances and advise program managers accordingly
- Using enterprise financial systems and a variety of software programs and databases: enter, review, revise, and update information; and create reports, lists, and summaries as needed
- Participate in the preparation of the County Education Office budget; analyze budgetary data and prepare forecasts, projections, and recommendations
- Prepare for and participate in audits
- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, review work in progress or upon completion, and assist staff in resolving problems or errors
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed

## ACCOUNTING SUPERVISOR

### Requirements

**Education:** Possession of an associate's degree in accounting, business, or related field preferred.

**Experience:** Two years of paraprofessional accounting experience, including or in addition to at least one year of lead worker experience in accounting. Accounting and budgeting experience in a school district, county office of education, or governmental agency is preferred.

### Knowledge of:

- Principles, practices, and regulations pertaining to financial, accounting, and statistical reporting and record-keeping
- Generally Accepted Accounting Principles
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

### Ability to:

- Interpret, explain, apply, and enforce laws, regulations, policies, rules, and procedures related to assignment
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and laws relating to categorical programs
- Learn principles and practices of fixed asset management
- Learn and apply principles and practices of public budget preparation
- Learn and apply principles and practices of grant accounting
- Establish and maintain effective working relationships with individuals at all levels of the organization and districts served
- Communicate effectively both orally and in writing
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations
- Perform statistical and mathematical calculations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

## ACCOUNTING SUPERVISOR

### Licenses and certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

### Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

### Series

Fiscal/Business

### Salary range 92

*Approved by the Personnel Commission:*  
*Revised:*

December 18, 2003  
June 27, 2019