

## Job Description

**Job Title:** Supervisor of Accounting

**Supervisor:** Assistant Superintendent of  
Business & Support Services

**Position Code:**

**Pay Grade:** 47

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

The Supervisor of Accounting performs complex, professional accounting and analysis and acts as the primary Deputy Fiscal Clerk. This position is responsible for the supervision of all accounting staff and oversees all daily operations of the accounting department functions to include accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts, grant accounting, district annual audit processes completed by an external audit firm. The Supervisor Of Accounting prepares or directs the preparation and submission of records and financial reports to include the School Board's Comprehensive Annual Financial Report (CAFR), Annual School Report (ASR) and School Board monthly financial reports for submission to various regulatory and other governmental agencies and the School Board in accordance with all generally accepted accounting principles (GAAP), auditing standards, GFOA, ASBO program standards and any other applicable state, federal and local laws. Additionally, the position works closely with risk management consultants and insurance companies to manage uncertainty of exposures that affect the districts assets and financial statements.

### Essential Duties

1. Supervises accounting staff in the processing, recording and reconciling of a wide variety of financial data. Oversees the accounting staff selection, training and performance management.
2. Oversees all financial accounting activities and provides guidance concerning accounting functions regarding federal and state regulations. Maintains accurate and up-to-date general ledger funds and accounts.
3. As primary Deputy Fiscal Clerk, reviews, approves and posts all payments to vendors. Records receipt of EFT's, checks and cash received by NNPS and deposits all checks and cash. (This does not include CNS fund cash, checks or credit card deposits.)
4. Prepares and submits the School Board's Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles, auditing standards for an unqualified opinion, Government Finance Officers Association program standards, Association of School Business Officials program standards and other applicable authoritative pronouncements. This includes obtaining actuarial data needed for the CAFR.
5. Prepares all financial reports for the school division, whether, annually, quarterly or monthly. These include reports to the School Board as well as financial reports for management.
6. Monitors and reports on funds held for health insurance self-insurance (monthly) and OPEB Trust Fund (quarterly). Coordinates of billing/payment to all insurance vendors.
7. Coordinates with the Budget Office to analyze actual data results as compared to budget projections.
8. Serves on the NNPS Benefits Committee and collaborates with other committee members on division-wide benefits related decisions.
9. Implements and monitors all new financial accounting and reporting standards by assessing the impact on financial accounting operations and reporting, ensures all impacted school personnel receive training and guidance, recommending changes to accounting systems and ensuring compliance of external auditors.
10. Assists in preparations for annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detailed financial schedules and statistical accounting data to include any inquiries and requests. This includes the annual audit of school activity funds.
11. Oversees the review of purchasing card (PCard) transactions for compliance with division policies and procedures.
12. Supports school bookkeepers and principals regarding school activity funds and monitors their monthly reports.
13. This position works with risk management consultants and insurance companies to monitor claims and annual renewals of insurance for property and liability, including flood, environmental, workers compensation, athletic injuries and cyber security.

14. Models nondiscriminatory practices in all activities.  
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

- 1. Performs any other related duties as assigned by the Assistant Superintendent of Business & Support Services or other appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a bachelor’s degree in business, finance, accounting, or a related field and some related experience in accounting; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Master's Degree in Business Administration (MBA) or Public Administration (MPA) preferred. Must have 3-5 years of experience in Governmental Accounting and Finance as a Principal Accountant or similar position. Considerable experience in a supervisory role as well as coordination of complex Public-School Accounting, Financial Reporting, and Intergovernmental Grants. Must possess a comprehensive knowledge of, and the ability to practically apply, accounting practices and procedures. Working knowledge of Microsoft Excel, Word, and Access preferred. Must possess excellent analytical and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Accounting Department Staff

**Supervision Received:** Assistant Superintendent of Business & Support Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Accounting will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent of Business & Support Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)  
Revised 09/2020 CR

Signature

Date