PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title:	Accounting Supervisor/Budget Analyst
Prepared Date:	07/23/2004
Revised Date:	11/13/2018
Work Year:	220 Days
Department:	Finance
Reports To:	Chief Financial Officer
Salary Range:	Supervisor (Administrator) Salary Schedule
Benefits:	Fringe Benefits based on PASE Negotiated Agreement
Status:	FLSA Status: Exempt

SUMMARY:
The job of the Accounting Supervisor/Budget Analyst is to work collaboratively as a member of the Business and Finance team and is responsible for the financial accounting of the schools and District activities leading to the production of financial reports including the Audited Financial Statements. The incumbent is responsible for financial accounting functions including banking activities and reconciliations, general ledger accounting, and involvement in the Accounts Payable and Accounts Receivable processes. The Accounting Supervisor also reviews and performs analysis of fiscal, financial, and statistical reports and is actively involved in the preparation and review of the Audited Financial Statements.

QUALIFICATIONS:
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:
- Bachelor's Degree in Accounting, Finance, or related field
- Five (5) years of experience in budget management, analysis, or accounting
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:
- Certified Public Accountant Certification
- Master's Degree in Finance or related field
- Previous supervisory experience in accounting field
- Previous experience interpreting federal rules, regulations, Colorado Statutes, etc.
- Experience in governmental accounting and the generally accepted accounting principles

promulgated by the Governmental Accounting Standards Board (GASB)
- Experience in grant accounting
- Experience analyzing and preparing financial statements
- Experience in school district business operations
- Experience developing queries/reports

SKILLS AND KNOWLEDGE:
- Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to communicate effectively, both orally and in writing
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to maintain complex financial records, gather and compile data and prepare financial reports accurately
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to perform effectively in environments with frequent workload changes and competing demands
- Ability to work tactfully and courteously with students, staff and the general public
- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion
- Set priorities which accurately reflect the relative importance of job responsibilities
- Ability to work collaboratively and individually on assigned tasks
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Demonstrates leadership, initiative, and student advocacy
- Demonstrate management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Demonstrate ability of program planning and ability to establish and manage budgets

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level or work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a

significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Work in conjunction with CFO for District's overall budget development
- Monitor financial activities for all fund groups to include general fund and all support or restricted funds throughout fiscal year
- Assist in the budget development based on strategic objectives as communicated from the Board, Superintendent and CFO
- Analysis of financial transactions, cost distributions, metrics, and statistics, including data input, tracking and reporting
- Participate in on-going planning and operating processes. Conducting cost/benefit and other types of analyses
- Examine budget estimates for completeness, accuracy, and conformance with District policies, procedures, and regulations
- Assist CFO with annual planning process and monthly current estimates, budget proposals and funding requests
- Assist CFO with performing financial modeling to support budget, operating, and planning processes
- Assist CFO with the analysis of operating expenses through monthly reviews of plans with respective budget owners, human resources and payroll for staff and student counts and expenditures
- Collaborate with School Board, Superintendent, CFO, Department Managers and Principals to develop a final consolidated budget
- Assist CFO in the design of effective budget models for District buildings and departments
- Primacy contact with external auditors and supervises the development of District audit work papers
- Perform or Supervise accounting staff for the following accounting activities
- Daily Cash Control
- Prepare and analyze monthly financial statements of all funds and research variances of budget vs. actual for all Funds
- Assist the accounting staff and technicians in resolving accounting issues
- In conjunction with Technology maintain accounting software, (currently alio software)
- Complete Inter-fund transfers
- Reconcile Investment accounts and review bank reconciliations, approval by CFO
- Review and approve Journal Entries prepared by staff
- Supervise, train, and evaluate Accounting Staff

- Prepare technical procedure documents when needed
- Ensure all appropriate financial internal controls are in place and followed by staff
- Manage the implementations of new software modules in the accounting system and training employees
- Responsible for knowing all aspects of the accounting cycle
- Assist in preparing fund balance projections for the proposed and amended budget and adopted budget
- Completion/development of the work papers required for the annual audit
- Provide training to department and school personnel when needed
- Stay current with school finance legislation, Colorado Department of Education rules and regulations
- Serve on various ad hoc committees as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other responsibilities as assigned by the Chief Financial Officer

The physical demands, work environment factors, and mental functions described below are representative of those that 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 to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5-8 hrs per day)
NA – Not Applicable

Physical Requirements	**NA**	**R**	**O**	**F**	**C**
Sitting					**X**
Stationary Standing			**X**		
Walking (level surface)			**X**		
Walking (uneven surface)	**X**				
Crawling	**X**				
Crouching (bend at knees)		**X**			
Stooping (bend at waist)			**X**		
Twisting (knees/waist/neck)			**X**		
Turn/Pivot			**X**		

Climbing (stairs)		**X**			
Climbing (ladder)	**X**				
Reaching overhead			**X**		
Reaching extension				**X**	
Repetitive use arms				**X**	
Repetitive use wrists				**X**	
Repetitive use hands grasping				**X**	
Repetitive use hands squeezing			**X**		
Fine manipulation					**X**
Using foot control	**X**				
*Pushing/Pulling Maximum weight: **40** lbs.			**X**		
Lifting Maximum weight: **40** lbs.			**X**		
Carrying Maximum weight: **40** lbs.			**X**		

WORK ENVIRONMENT:
Employee will work primarily in a school/office environment with both natural and fluorescent lighting with quiet or moderate noise levels.