

# Dumas ISD

## Accounting Supervisor

### Job Description

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**Job Title:** Accounting Supervisor

**Wage/Hour Status:** Nonexempt

**Reports to:** Assistant Superintendent of Business

**Pay Grade:** H

**Dept. /School:** Business Services

**Date Revised:** 8/28/13

#### **Primary Purpose:**

Direct and manage the accounts payable activities of the district. Ensure compliance with applicable state laws and regulations.

Direct and manage payroll activities of the district. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deduction.

#### **Qualifications:**

##### **Education/Certification:**

High school diploma or GED

##### **Special Knowledge/Skills:**

Knowledge of auditing and accounting principles

Knowledge of local, state, and federal requirements relating to payroll issues and reports

Effective communication and interpersonal skills

Proficiency skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Ability to supervise personnel

##### **Experience:**

Three years accounts payable experience at a high level of responsibility

#### **Major Responsibilities and Duties:**

##### **Accounts Payable**

1. Develop and implement procedures to ensure timely processing of all accounts payable invoices, requisitions, purchase orders, etc.
2. Maintain accurate records of accounts owed.

##### **Payroll**

3. Supervise and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
4. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.



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5. Process payment of all liabilities generated through payroll, including taxes. Teacher Retirement System (TRS) deposits, insurance, etc.
6. Process and resolve direct deposit and other banking interactions.

#### **Personnel Management**

7. Select, train, and supervise accounts payable staff and make recommendations relative to placement, transfer, retention, and dismissal.
8. Evaluate job performance of employees to ensure effectiveness.

#### **Administration**

9. Work with administrators, principals, directors, and staff regarding accounts payable issues.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.
11. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
12. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.

#### **Supervisory Responsibilities:**

Supervise and evaluate work of accounts payable clerk(s) and accounting clerk.

#### **Equipment Used:**

Personal computer, printer, fax machine, copier, and calculator.

#### **Working Conditions:**

##### **Mental Demands/Physical Demands/Environmental Demands:**

Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

