Job Title	Supervisor, Accounting
Job Code	9785
Exempt Status	Exempt *Exemption may be subject to the applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

The Accountant Supervisor, under direction, performs complex accounting and financial work, maintains accounting records, and prepares financial reports.

Essential Duties and Responsibilities

- Performs complex accounting work. Oversees the work of others and ensures effective and efficient operations of accounting and accounts payable activities in compliance with System and State fiscal policies.
- Designs and evaluates complex accounting processes, controls and procedures. Reviews and updates policies and procedures and monitors compliance issues.
- Develops, coordinates, and produces complex reports and surveys for monitoring and reporting financial information. Analyzes and prepares reports, operating reports, financial records, forecasts, and ratios.
- Confers with staff on program issues and problems.
- Reviews and approves journal entries and the controlled and capital fixed assets. Prepares the Uniform School Accounting System (USAS) budget as submitted from the Treasury and inputs the information in USAS. Prepares internal and external financial reports including USAS reconciliations, Texas Higher Education Coordinating Board reports, Legislative Budget Board requests for information, and reports to the Comptroller of Public Accounts.
- Analyzes and recommends improvements, adaptations, or revisions to the accounting system, policies, and procedures.
- Oversees and maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances and provides recommendations for improvement. Maintains and determines the accuracy and reliability of accounting records.
- Assists in the preparation of the annual operating budget and the biennial Legislative Appropriations Request. Participates in strategic planning.
- Reviews vendors to determine if they are 1099 eligible.
- Hires, trains, evaluates, and supervises students, interns, and/ employees.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education - Bachelor's degree in Accounting or related field or equivalent combination of education and experience.

Experience – Six years of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Effective verbal and written communication skills. Strong interpersonal and organizational skills. Ability to apply rules and regulations in a complex environment. Ability to apply Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).

Licensing / Professional Certification – None.

Physical Requirements- None.

The physical demands described here 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.

Supervision of Others

This position may supervise employees.

Other Requirements