

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

ACCOUNTING SUPERVISOR

Minimum Qualifications:

- Bachelor's degree in Business Administration preferred or Associates degree with extensive accounting experience
- Working knowledge of the State Auditor's office Uniform School Accounting System
- Experience and proficiency in using electronic spreadsheets, word processing and data base applications
- Previous supervision experience preferred
- Ability to work cooperatively with others
- Ability to work through difficult situations to the satisfaction of both the Agency and clients
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

FLSA Classification: Exempt

Reports To: Assistant Treasurer

Job Objectives:

To assist the Treasurer and Assistant Treasurer in the day to day accounting operations of the ESC of Central Ohio

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Supervises accounts payable department employees and provides guidance on day to day matters
- Oversees the Center's budgetary accounting systems
- Assists in preparing monthly financial reports and appropriately stores this information for efficient retrieval
- Responds to information requests
- Works cooperatively with other Center administrators and staff members

- Works cooperatively with staff responsible for managing State and Federal grant programs by providing cost information and completing and filing cost reports by required deadlines
- Assists in the preparation of annual year end cash basis reports
- Participates in professional development to maintain current on new rules and regulations affecting the accounting system
- Works effectively with staff and Center clients in resolving issues and responding to requests for assistance
- Performs other specific job-related duties as directed by the Treasurer or by his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020