

SUPERVISOR OF ACCOUNTING AND PURCHASING

Code No.: 5-19-064
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level finance position involving responsibility for the maintenance of all fiscal accounts and subsidiary records, the supervision of the accounts payable and payroll functions, and the purchasing of all supplies, services and equipment for a school district. The work is performed in accordance with state and federal requirements and established policies. General supervision is received from the Director of Financial Affairs or other senior level administrative staff members, with wide leeway allowed for the exercise of independent judgement in planning and administering account keeping activities. Direct supervision is exercised over a small clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains general books of accounts including general ledgers and journals, making adjustments or entries and preparing financial summaries;

Maintains grant accounts and prepares required reports to funding agencies;

Supervises or personally participates in the posting of accounting data to general ledger accounts from subsidiary records and papers;

Takes trial balances and prepares fiscal and operating reports;

Maintains expenditure and budgetary control accounts and prepares reports relating to the status of such accounts;

Explains financial budget allocations to department heads and building principals; reviews and consolidates all budget requests and assists with development of budget document;

Develops monthly cash flow statement to and in determining cash available for investment and/or borrowing needs;

Prepares the monthly internal financial reports for submission to the board;

Prepares the annual financial report for the state education department and for public inspection;

Supervises the accounts payable function which includes the processing of orders, encumbrance of funds, preparation of payments and payment of invoices through computer terminal;

Supervises the payroll function which includes payroll preparation, administration of various deduction programs, preparation of related reports;

Responds to written and telephone inquiries from employees, relevant state retirement and employment services, and outside agencies regarding payroll deductions, benefits, employee earnings, time banks, etc.;

Assists in the evaluation of existing data processing services and makes recommendations regarding computer programs and software;

Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;

Plans and schedules purchasing of assigned commodities using department requests and surveys, reviews of annual budget, reviews of historical data;

Receives, opens and tabulates public bids; makes recommendations on accepting or rejecting bids;

Writes specifications based on requests for supplies, services and equipment, and consults with users to assure correct vendor delivery of bid and non-bid items;

Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchases;

Directs the issuance of purchase orders to vendors;

Assures conformance with specifications by establishing inspection, receiving and reporting procedures for deliveries from vendors;

Uses a file of state contract and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;

Places bid advertising in accordance with law, opens and analyses bids to determine low bidder conformance to specifications, and recommends bid award to board;

Interviews vendors to discuss product lines, quality levels, and product availability;

Communicates with department heads, building principals, other district personnel, outside agencies and businesses regarding accounting, purchasing, accounts payable, budgetary and other financial matters;

Assists the Director in the conduct of business affairs, as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of established accounting procedures and the "Uniform System of Accounts for School Districts"; thorough knowledge of competitive purchasing procedures and the New York State General Municipal Law as it relates to municipal purchasing; thorough knowledge of school district rules and regulations regarding payments of claim vouchers, charges and purchase orders; good knowledge of ethical and acceptable business practices in dealing with vendors and suppliers; good knowledge of payroll procedures and data processing applications for payroll; good knowledge of office practices

and procedures used in maintaining and controlling financial records and reports; ability to interpret laws, rules and regulations pertaining to the preparation of financial records; ability to prepare and analyze financial and statistical records, reports and statements; ability to prepare specifications and solicit informal quotations and formal bids; ability to meet, interview and deal effectively with salesmen, vendors and suppliers; ability to assist with the budgetary development and review process; ability to identify and set priorities, ability to communicate effectively, both orally and in writing; ability to prepare correspondence and moderately complex narrative reports and summaries; ability to establish and maintain effective professional relationships; resourcefulness; thoroughness; integrity; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting or closely related field, or satisfactory completion of sixty (60) college level semester credit hours with a minimum of fifteen (15) credit hours in accounting, plus five (5) years of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, one (1) year of which shall include working with automated budgeting and accounting systems and software; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, Finance or Business Administration or closely related field, with a minimum of fifteen (15) semester credit hours in accounting, plus three (3) years of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, one (1) year of which shall include working with automated budgeting and accounting systems and software; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Economics, Finance, Business or Public Administration or closely related field, with a minimum of fifteen (15) semester graduate or undergraduate credit hours in accounting, plus one (1) year of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, and working with automated budgeting and accounting systems and software; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 30, 1983