

**Job Title:** Supervisor General Accounting & Risk Management  
**Position Code:** 3073- Filled  
**Job Classification:** Exempt

**Supervisor:** Director Accounting & Finance  
**Pay Grade:** 46  
**Contract Length:** 245 Days

**Job Summary**

The Supervisor of General Accounting & Risk Management is responsible for supervising accounting staff in the daily operations of division accounting functions including accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts and grant accounting. Areas of responsibility include performing complex and professional accounting and analysis, cash management and division funds oversight.

**Essential Duties**

1. This position processes and ensures accurate and timely month-end/year-end accruals and reporting.
2. As primary Deputy Fiscal Clerk, this position is responsible for disbursement and proper recording of district funds.
3. Provides support in the preparation and submission of various financial reports.
4. These reports may include reports to the School Board as well as financial reports for management.
5. Financial reports may also include the School Board's Annual Comprehensive Financial Report (ACFR), various federal, state and local grants. This position works with risk management consultants and insurance companies to monitor claims and annual renewals of insurance for property and liability, including flood, environmental, workers compensation, athletic injuries and cyber security.
6. Supervises accounting staff in the processing, recording and reconciling of a wide variety of financial data.
7. Maintains the integrity of the general ledger including the preparation, verification, and input of journal entries.
8. Supervises all financial accounting activities and provides guidance concerning accounting functions regarding federal and state regulations. Maintains accurate and up-to-date general ledger funds and accounts.
9. Responsible for effective supervision and administration of the Accounting Department to include selection, training and performance management.
10. As primary Deputy Fiscal Clerk, reviews, approves and posts all payments to vendors. Records receipt of EFT's, checks and cash received by NNPS and deposits all checks and cash. (This does not include CNS fund cash, checks or credit card deposits.)
11. Provides support in the preparation and submission of various financial reports. These reports may include reports to the School Board as well as financial reports for management. Financial reports may also include the School Board's Annual Comprehensive Financial Report (ACFR), various federal, state and local grants.
12. Assists in preparations for annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detailed financial schedules and statistical accounting data to include any inquiries and requests. This includes coordination and support for the annual audit of school activity funds.
13. Acts as a staff resource for school bookkeepers and principals in regarding school activity funds and monitors their monthly reports.
14. Supports the review of purchasing card (PCard) transactions for compliance with division policies and procedures as part of the invoice payment process.
15. Monitors and reports on funds held for health insurance self-insurance (monthly) and OPEB Trust Fund (quarterly). Coordinates of billing/payment to all insurance vendors
16. This position works with risk management consultants and insurance companies to monitor claims and annual renewals of insurance for property and liability, including flood, environmental, workers compensation, athletic injuries and cyber security.
17. Model's nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

- 1. Performs any other related duties as assigned by the Assistant Superintendent of Business Services or other appropriate administrators.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a bachelor’s degree in business, finance, accounting, or a related field and some related experience in accounting; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Master’s degree in business administration (MBA) or Public Administration (MPA) preferred. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Must have 3-5 years of experience in Governmental Accounting and Finance as a Principal Accountant or similar position. Considerable experience in a supervisory role as well as coordination of complex Public-School Accounting, Financial Reporting, and Intergovernmental Grants. Must possess a comprehensive knowledge of, and the ability to practically apply, accounting practices and procedures. Working knowledge of Microsoft Excel, Word, and Access preferred. Must possess excellent analytical and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Accounting Department Staff

**Supervision Received:** Director Finance

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Accounting will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Finance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date