



Maury County Public Schools

Job Title	Supervisor of Business		
Department	Finance		
Certified (Y/N)	N	Work Days/Year	260
FLSA Status	Exempt	Hours/Day	7.5
Reports to	Chief Financial Officer	Supervises	See below
Notes	Salary Range \$50,918 - \$76,377		

Qualifications:

- Bachelor’s degree in accounting or other business-related field.
- Two years of work-related experience in governmental accounting.

Job Goals:

To maintain, coordinate, and supervise financial activities and personnel under the direction of the Chief Financial Officer, ensuring the integrity and reliability of financial reporting systems and that revenues and expenses are within budget limits and overall fiscal policies, practices, and regulations meet compliance requirements. Provides recommendations and implements processes and reporting procedures to ensure accurate record keeping.

Supervises:

- Lead Payroll Specialist
- Payroll Specialist
- Financial Benefits Specialist
- Accounts Payable Specialist
- Administrative Assistant to the CFO
- Inventory - Fixed Assets Specialist

Suggested Job Duties:

- 1) Provides leadership and supervision over assigned personnel.
- 2) Works with department heads, managers, and /or principals in developing budget proposals and submitting the school system's fiscal year budgets.
- 3) Prepare journal entries and budget amendments for all general purpose and federal projects funds.
- 4) Prepare budget amendments in preparation for the board meetings.
- 5) Maintain users in accounting software.
- 6) Assist, train and consult with bookkeepers as needed.
- 7) Coordinate the annual school audit and activity.
- 8) Monitor and audit schools for compliance with applicable policies, rules and laws in school accounting functions.
- 9) Analyze expenditure and revenue accounts.
- 10) Assist in preparing monthly financial statements.
- 11) Reconcile monthly Trustee funds for General Purpose and Federal Projects.
- 12) Assist with year end close.
- 13) Attend school board and county commission meetings when needed.
- 14) Prepare and submit reports to the State in accordance with the State accounting manual.



Maury County Public Schools

- 15) Enter new account numbers as needed
- 16) Assist with benefits reconciliation
- 17) Establish, monitor and perform internal controls and audits
- 18) Administer and oversee grant financial reporting and transactions in State reporting system
- 19) Analyze and authorize final approval for check requests system-wide
- 20) Assist other business office staff in state, local, and federal submissions, reporting and requirements; including W2's, 941's, 1099's, State Finance Reporting, Budget Report, etc.
- 21) Performs other job related duties as assigned by the Chief Financial Officer.

Physical Demands

This job may require lifting of objects that exceed 10 lbs. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

Work Conditions

Normal work environment. May not always have a quiet place to work.

This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.