

ACADEMY FOR THE PERFORMING ARTS SUPERVISOR

DEFINITION

Under general direction supervises and participates fully in the work of a small support staff in the Academy for the Performing Arts magnet program; monitors budgets and prepares complex financial reports; relieves an administrator of administrative detail; performs a wide variety of clerical duties of above average difficulty related to the utilization of the theatre facilities; and performs related work as required.

CLASS CHARACTERISTICS

This single position class is characterized by a blend of responsible fiscal and office management duties in addition to the supervision of a small support staff in a district-wide magnet program in the performing arts located at one high school site. The incumbent is responsible for monitoring the budgets and performing specialized work for the department. The incumbent is expected to make decisions that do not depart from policy and to have a wide range of independent personal contacts with the public and others to attain and gather data requiring the use of judgment and tact. Attendance at evening functions and travel to meetings in and out of the District may be required.

EXAMPLES OF DUTIES

Trains and schedules tasks for college students assistants and other clerical staff; recommends hiring and retention based on performance. Reviews the work performed by subordinates for accuracy, completeness, and compliance. *E*

Serves as liaison to independent contractors for the Academy. *E*

Performs complex accounting duties including accounts payable, accounts receivable, budgeting, and reporting; processes invoices, receipts, cash and donations. Monitors budgets and reviews appropriate codes in compliance with district standards. Uses computerized programs to prepare reports. *E*

Initiates personnel requisitions and work orders. *E*

Collects and receives Academy for the Performing Arts magnet program monies from ticket sales, field trips, events, donations, student activities, transportation, and a variety of other fees. *E*

Gathers required supporting documents and arranges with the District and various agencies for preparation of non-payroll warrants and payments; verifies and validates documents for supervisor's approval and signature. *E*

Reviews and monitors payroll reports for staff members. *E*

Communicates with suppliers, vendors, Boosters groups, and parents regarding collection and distribution of monies and student activities. *E*

Interprets rules, regulations, policies, and procedures for assigned personnel. *E*

Initiates replies to correspondence, assembling information from a variety of sources; prepares schedules and relieves administrator of routine office details; administers procedures for student enrollment in the program and communicates with other high schools with regard to student acceptance and placement; develops and administers student recognition systems. *E*

May act as a liaison to guilds, parent groups, staff, and the public to promote the Academy's goals and support public and other group use of the theater facilities. *E*

Analyzes problems and errors; modifies procedures, forms, schedules, and data processing applications to obtain and produce more accurate and timely data. *E*

Makes special studies as required and recommends more efficient methods, systems, and work flow.

Maintains Academy of the Performing Art program's website.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Accounting principles and practice;
2. Financial record keeping procedures;
3. Business math;
4. English usage, spelling, grammar, and punctuation;
5. Modern office practices, procedures and equipment;
6. Computerized equipment; personal computer and job-related software programs such as Excel, Word, Access, PowerPoint, and internet browsers;
7. Effective public relations; and
8. General principles of supervision and training.

Ability to:

1. Read, interpret, and apply laws, rules and regulations affecting school district accounts payable, accounts receivable, and fiscal procedures;
2. Analysis and interpretation of data processing reports as related to financial record keeping;
3. Perform difficult and responsible accounting procedures with accuracy;
4. Resolve problems with tact and proficiency;
5. Interpret and explain various procedures;
6. Operate a computer proficiently with Windows-based applications and learn new software;
7. Instruct, train, and supervise the work of others;
8. Relate to other people beyond giving and receiving instructions;

Ability to (cont.)

9. Organize and work efficiently with a high level of independence and little direct supervision making decisions within established limits;
10. Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs;
11. Work under the pressure of recurrent deadlines with frequent interruptions;
12. Prepare and present clear and comprehensive oral and written reports appropriate to each audience;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. College level coursework in accounting, bookkeeping or auditing is desirable.

EXPERIENCE

Progressively responsible experience in accounting and preparation of financial reports of moderate or greater difficulty. Recent responsible supervisory/office management experience.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions. Willingness to work variable hours in a theater setting as needed.

Physical Abilities:

Seeing to inspect financial or statistical records; hearing and speaking to communicate with others and conduct presentations; sitting for extended periods of time; bending, kneeling and reaching to retrieve and file records; and dexterity of hands and fingers to file and operate office equipment.