

Help Wanted Advertisement

Job Title: Business Supervisor

Salary: \$3,881 - \$6,835 per month plus benefits based on degree, certification and/or experience

Description: This position reports directly to the Chief Financial Officer, supervises a staff of 4 employees and oversees the administration of the District's business operations. The Business Supervisor is responsible for maintaining the District's accounting records according to local, state and federal guidelines, generally accepted accounting principles and filing reports with the appropriate local, state and federal agencies.

Specific Duties Include:

- Cash journal entries and adjusting journal entries
- Bank reconciliations for investments, operating, debit and petty cash accounts
- Supervision/Training of Business Office staff
- Provide information to independent auditors and facilitate audit
- Assist with budget preparation
- Posting and ensuring reasonability of data entered into and produced by the District accounting system including budget, payroll, general ledger, purchase order systems, and other related modules.

The successful candidate must possess the following qualifications:

- At least five years of experience as a full-charge bookkeeper, or
- Two years of experience in governmental accounting involving accounts payable, payroll, general ledger and budget preparation
- Two years at a supervisory level
- Must possess and be able to demonstrate exceptional organizational skills
- Must be proficient with Microsoft Excel and Word
- Associates Degree in business administration is required (or equivalent). Bachelor's degree preferred.

For a complete job description, please call (775) 289-4851.

Applicants should submit a resume to:

Paul Johnson, CFO
White Pine County School District
1135 Avenue C
Ely, Nevada 89301