

Job Posting: Accounting Supervisor

Location: Pattonville School District

Date Posted: January 16, 2026

Closing Date: February 5, 2026

Date Available: March 11, 2026

***Salary Range:** \$70,170 to \$119,570 per year

Position Classification:

12-month / 260-day contract

**(prorated for the remainder of the 2025-26 school year)*

Reports To: Director of Finance and the Chief Financial/Operating Officer.

Position Summary: Under the general supervision of the Director of Finance, independently performs confidential and highly complex accounting work related to the accounting, payroll, and budgetary functions of the District. Supervises the Accountant, Accounts Payable, and Payroll Specialist positions and related functions.

Note: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, recommends, and enforces division objectives and guidelines.
2. Strategizes on ways to improve accounting/financial/data processing functions and procedures for the most efficient method of accomplishing work and devises new processes to improve the efficiency of the workload.
3. Implements accounting procedures for the purpose of providing internal financial controls throughout the network and ensuring compliance with established accounting practices and all applicable regulatory requirements.
4. Assists in the review of the department/school site purchase order process for the purpose of ensuring availability of funds; and compliance with established financial policies, practices, and regulatory requirements.
5. Directly supervise the payroll and accounts payable related functions.
6. Maintain District general ledger account classifications in accordance with the Missouri Financial Accounting Manual and Missouri statutes.

7. Review and post budget revisions and submit to the Board of Education as required.
8. Reconciles bi-weekly and semi-monthly payrolls.
9. Review and approve the federal and state 941 tax returns, St. Louis City earnings tax returns, and state unemployment wage reporting.
10. Assists in balancing and preparing employees' federal, state and local W-2 tax forms.
11. Maintains vendor information and prepares 1099s for vendors as appropriate.
12. Review and update outstanding encumbrances, review vendor statements, and lead accounts payable problem resolution.
13. Arranges and conducts internal audits and assists with the annual independent audit.
14. Assist in reconciling bank accounts maintained by the District.
15. Assist in the development and preparation of the District's budget.
16. Preparation of requested schedules/work papers in support of financial data for the audit of the District's financial statements.
17. Assist in the preparation of an accounting manual documenting all District accounting processes and workflows.
18. Provide in-service training to administrators and support personnel related to business policies, procedures, and reports necessary for the efficient management of the District.
19. Interact effectively with District staff and vendors on financial inquiries and general concerns.
20. Researches and resolves any problems.
21. Provides continuity of supervision and leadership by assuming the duties and responsibilities of supervised staff as required by special circumstances.
22. Maintains confidentiality when working with private material concerning the District or individuals.
23. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
24. Remains competent and current by attending training and/or courses.
25. Contributes to the department's overall success by performing other essential duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS

Desired Experience: A minimum of 3-5 years of supervisory job-related experience.

Required Education: Bachelor's degree in accounting or a related field from an accredited institution

Required Skills: Ability to plan, organize, and coordinate financial and operations programs. Ability to supervise others and develop effective working relationships with staff members at all levels, vendors, and the community.