



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

# EMPLOYMENT OPPORTUNITIES

## MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES : 25634 Alessandro Boulevard, Moreno Valley, California 92553

PHONE: (951) 571-7500, ext. 17322 WEBSITE: [www.mvUSD.net](http://www.mvUSD.net)

**ALL APPLICATIONS MUST BE SUBMITTED THROUGH [EDJOIN.ORG](http://EDJOIN.ORG)**

### ACCOUNTING SUPERVISOR III

## CLASSIFIED MANAGEMENT VACANCY

### APPLICATION PROCEDURE

**APPLY ONLINE AT:  
[EDJOIN.ORG](http://EDJOIN.ORG)**

The following items are required  
by the application deadline:

- A completed **EDJOIN** online classified management application
- Letter of Introduction
- Resume
- Three (3) current letters of recommendation signed and dated within the last three years. Must be signed - **NO ELECTRONIC SIGNATURES**
- Proof of education via transcripts or diploma

**APPLY ONLINE AT:  
[EDJOIN.ORG](http://EDJOIN.ORG)**

**Submit To:**

Dr. Robert Verdi, Ed.D.  
Chief Human Resources Officer  
Human Resources  
25634 Alessandro Blvd.  
Moreno Valley, CA 92553

**NON-DISCRIMINATION POLICY**  
Moreno Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator  
Dr. Khaleelah Lewis-Wilkins  
[klewis@mvusd.net](mailto:klewis@mvusd.net)

Title II/ADA Coordinator  
Omar Marquez  
[omarquez1@mvusd.net](mailto:omarquez1@mvusd.net)

Section 504 Coordinator  
Philip Peeples  
[ppeeples@mvusd.net](mailto:ppeeples@mvusd.net)

Moreno Valley Unified School District  
25634 Alessandro Blvd.  
Moreno Valley, CA 92553 Phone  
951-571-7500

**Application Deadline:**

**July 18, 2025 @ 4:30 p.m.**

**Salary Range:**

**\$101,959 - \$123,928**

**Workdays:**

**260 days**

**Fringe Benefits:**

**Medical, Dental, and Employee Life Insurance**

**Retirement:**

**Effective January 1, 2013, all new classified managers pay their own PERS.**

**FINGERPRINTING**

Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ) and a fee for processing. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

**Position Definition**

Under the direction of the Director of Business Services, this position is responsible for planning, supervising and participating in major accounting functions; perform complex calculations as it relates to tracking and maintaining financial, statistical and fiscal records; manage and supervise accounting processes; auditing and approve accounting related transactions; provide monitoring and oversight of transactions related to accounts receivables and accounts payables; provide technical and informational assistance on accounting transaction related matters; and perform other related work as may be required.

**Responsibilities**

- Coordinate the annual budget development process under the guidance of the Director of Business Services.
- Analyze fiscal and financial data (e.g. journals, general ledgers of financial transactions, reports, data, etc.) to determine accuracy of fiscal and financial records within established parameters.
- Prepare and update cash flow projections.
- Assist with providing technical assistance and internal audit of Associated Student Body (ASB) programs.
- Oversee financial accrual process and reconciliation.
- Audit financial records to ensure operations are adhering to accounting and purchasing standards and practices.
- Manages the preparation and distribution of expenditure reports, warrants and fund transfers.
- Assist in preparing presentations, workshops and trainings.
- Supervise the billing process for services provided by the Moreno Valley Unified School District to ensure allocations are accurate, related revenues are generated, expenses are within budget limits and fiscal practices are followed.
- Supervise staff, develop work assignments and complete employee evaluations.
- Perform research and special project assignments related to negotiations, contract or other confidential personnel matter as related to the budget process.
- Work with independent auditors contracted with the District in the performance of annual and special audits.
- Possess and utilize effective decision-making, problem solving and conflict management skills.
- Collaborates and coordinates with various departments and agencies.
- Performs related work as may be required.

**Minimum Qualifications**

**Knowledge of:** Accounts payable, accounts receivable, ASB accounting including general financial practices and procedures as it relates to and impacts job responsibilities. Specific knowledge required to perform the functions of the job including considerable knowledge of the purposes, methods and practices of technical financial recordkeeping. Excellent knowledge of account classification and accounting entries (SACS knowledge highly desirable). Knowledge and ability to perform complex statistical and arithmetic calculations. Developing and preparing financial reports and record keeping. Computer assisted systems, analysis techniques and financial forecasting programs. Correct English usage, spelling, grammar and punctuation, basic arithmetic, letter, and report writing. Principles of supervision. District policies, procedures, and collective bargaining agreement procedures. Operation of calculators, computers, and other standard office equipment. Computer systems and business software, ability with spreadsheets such as Excel.



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Continued Page 2 of 2...

**Ability to:** Learn and utilize new and current technologies. Perform complex accounting functions Prepare and review financial statements and related summaries and reports. Understand, interpret, and apply principles, laws and procedures involved in bookkeeping and auditing functions. Independently perform highly responsible and technical accounting, auditing and fiscal record management and reporting functions. Train and provide clear direction to other staff. Work under pressure, meet deadlines, and establish priorities. Operate standard office machines. Understand and carry out oral and written directions. Communicate effectively in written and oral form. Establish and maintain effective working relationships. Analyze data and draw logical conclusions. Work with others under a wide variety of circumstances with flexibility.

#### **Education:**

- A Bachelor's Degree from an accredited institution with a major in accounting or business administration.

#### **Experience:**

- Minimum of four (4) years of responsible accounting experience involving bookkeeping, account records, financial processes and reporting with responsibility for general ledgers, special funds, and governmental reports.
- Two (2) years in a responsible accounting position within a public school district or county office of education or comparable private or government agency is desired.
- One year in a supervisory capacity preferred.

**License/Certificate:** Possession of a valid California Driver's License and driving record insurable to district standards.

#### **Working Conditions:**

**Environment:** Office/school campus. Subject to frequent interruptions. Subject to driving a vehicle to conduct work. May need to provide own vehicle for traveling from site to site.

#### **Physical Abilities:**

- Visual acuity to inspect financial or statistical records.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment.
- Bending, stooping, and squatting.
- Climbing on step stools or step ladders.
- Gripping and grasping.
- Light work – lifting, carrying, pushing, and/or pulling up to approximately 25 pounds.