

North Central Education Service District

Job Description – District Accounting Specialist & Executive Assistant

Title: Accounting Specialist and Executive Assistant

Classification: Confidential Employee

Reports to: Superintendent and Departmental Administrators

Work Year 240 Days

Job Purpose Statement:

Accounting Specialist: This position provides general support to the business office for accounting functions including accounts payable, accounts receivable, payroll, and general ledger.

Executive Assistant: To provide confidential, administrative and secretarial support to the Superintendent and Director of Human Resources, communicating information on behalf of the North Central ESD, ensuring compliance of department/program activities with financial, legal and administrative requirements; assistance to, but not limited to, the following functions: Employee and Labor Relations, Board Secretary, Human Resources Operations, School Services and Staffing,

Job Qualifications: Education and Experience:

- High School Diploma or equivalent required, *and*
- Knowledge of Generally Accepted Accounting Principles
- At least one year in accounting and/or training or equivalent combination of education and experience
- College Degree or Certification in Business or Accounting *preferred*
- Vocational or technical training in an accredited program specializing in business or accounting principles

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Certified in Accounting & CPA *preferred*
- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

Essential Job Functions:

1. Provide transaction processing, oversight and support of Infinite Visions.
2. Provide implementation and oversight of fiscal policy and procedures
3. Provide support with payroll
4. Provide support with Accounts Payable
5. Perform other fiscal duties as assigned by supervisor.
6. Perform general office duties including answering multi-line phones directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
7. Assist office staff with regular duties.
8. Appropriately maintain and secure confidential records and inquiries.
9. Professionally represent the District in interactions with parents, community, staff, and students.
10. Trouble shoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
11. Maintain appropriate certifications and training hours as required.
12. Comply with applicable District, state, local and federal laws, rules and regulations.
13. Regular attendance and occasionally perform work beyond a standard 40-hour work-week when work-load requires.
14. Other duties may be assigned as needed

Executive Assistant Specific Responsibilities:

1. Compile Notices of Vacancy from Administrators for both "In" and "Out" of District ensuring compliance with Equal Opportunity Employment (EOE), American Disability Act (ADA), and No Child Left Behind (NCLB) requirements.
2. Prepare and Maintain employment applications for the purpose of providing necessary hiring information to those responsible for hiring decisions.
3. Maintain all employee records regarding timesheets, vacation periods, leaves (unpaid and paid) and ensure they are

North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

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compliant with FMLA/OFLA requirements.

4. Board Secretary – Attend North Central ESD Board Meetings and Prepare Agendas and Minutes

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

1. **In an eight-hour day employee may:**

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. **Employee may use hands for repetitive:**

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. **Employee may use feet for repetitive movement as in operating foot controls:**

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. **Employee may need to:**

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. **Lifting:**

☒ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

☐ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date