

North Central Education Service District
Job Description – Accounting Specialist

Title: Accounting Specialist
Department: Business Department
Classification: Confidential
Supervised by: Superintendent or Designee
Work Year: Assigned by Superintendent or Designee

Job Purpose Statement:

The job of Accounting Specialist is established for the purposes of accurately performing accounting support activities for the business office in assigned areas such as, Accounts Receivable, Accounts Payable, Payroll, and General Support to other fiscal areas as needed. Provides direct support to the operation of the Business Department.

Job Qualifications: Education and Experience:

- High School Diploma or equivalent required, and
- Associate Degree/Bachelor's Degree in business or accounting field *preferred* or
- Vocational or technical training in an accredited program specializing in business or accounting principles.
- At least two years of related experience working in, or equivalent training in an accounting/bookkeeping field of service *preferred*.

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

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ·

- Ability to work effectively and cooperatively with staff, local district personnel and constituent agencies.
- Demonstrates effectiveness in organizational and coordination skills.
- Maintains professional and technical knowledge by participating in professional development activities.
- Ability to undertake responsibilities and complete assignments with minimal supervision.
- Advanced knowledge of Google Workspace and MS Office. Including the ability to design, modify, and use Excel, Word, and Google Drive.
- Ability to use Infinite Visions or learn the accounting system. Ability to quickly learn and implement various payroll related systems. Regularly performing data entry and occasionally basic programming (database set up, setting system defaults, and some software modification).
- Knowledge of financial accounting principles, appropriate laws, codes, and regulations.
- Demonstrates written, verbal (in person and by phone) and interpersonal communication skills.
- Ability to exercise independent judgment and aptitude to handle and process privileged information with professional integrity in the absence of a supervisor.
- Completes projects in an accurate and timely manner.
- Demonstrates flexibility and adaptability when acquiring new tasks and learning new skills.

Essential Job Functions:

1. Assist with accounting tasks related to accounts receivable, accounts payable, payroll, and general ledger in accordance with policies and procedures as deemed necessary by the Business Manager while following the generally accepted accounting principles.
2. Maintain current office workflow and work with the Business Team to develop new workflows to accommodate the growth of the district.
3. Maintain a high level of ethical behavior and confidentiality when dealing with staff information.
4. Establish and maintain effective internal communications and relationships with other staff and departments to ensure coordinated action and efficient systems.
5. Assist in maintaining and managing district fiscal, business, and personnel records in the district office.
6. Research and implement innovative processes for improved efficiency.
7. Develop and implement internal auditing systems to ensure accurate tracking of financial information.
8. Collaborates with department director/coworkers to design and produce program specific documents.
9. Improve and update skills by attending appropriate seminars, workshops or classes as requested.
10. This position will be cross-trained to assist with various business office duties.

Educational Skills:**Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies, and procedures.
- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to speak effectively, present information, and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public.

Mathematical:

- Ability to perform basic math (add, subtract, multiply, and divide) and perform advance math (analysis, statistics, significant date, or number manipulation).
- Ability to make accurate mathematical computations or apply standardized statistical procedures.

Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written and oral format.
- Ability to solve practical problems. Ability to independently plan, organize, and carry out work assignments.
- Ability to produce accurate work in a sometimes-stressful environment with frequent deadlines.
- Ability to effectively preform multiple, simultaneous tasks with numerous interruptions.

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 the District.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy.
- Attend trainings related to professional growth to stay current on best practices.

Physical Requirements:

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

- | | | | | |
|---------------|-------------------------------|---|---|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 hrs | <input checked="" 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 checked="" type="checkbox"/> 1-3 hrs | <input 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 type="checkbox"/> Fine Manipulation |
|---|---|--|

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- | | |
|------------------------------|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|--|

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 10 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional 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