

**North Wasco County School District**  
**Job Description – District Accounting Specialist**

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**Title:** Accounting Specialist  
**Classification:** Confidential Employee  
**Reports To:** Chief Financial Officer  
**Work Year** 260 Days

**Job Purpose Statement:**

This position provides general support to the business office for accounting functions including accounts payable, accounts receivable, payroll, and general ledger. Additional support for high-level business processes including budgeting, auditing, financial reporting and analysis can be expected along with other duties as assigned. Employees in this position perform some or all of the following tasks.

**Education/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

**Job Requirements - Qualifications:**

To perform the job of Accounting Specialist 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.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate in English (Verbal and Written). Ability to communicate fluently in Spanish strongly preferred. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to accurately transfer, record, and convey information, materials, and monies as required by position. Ability to rapidly and accurately enter and retrieve computerized data. Demonstrated successful experience working in an accounting field.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** High level of computer proficiency and ability to use database software, accounting internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: SunGard, MS Word, Access and Excel. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, staff, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance and Employer Drug and/or Alcohol Testing; Current Driver's License;

**Essential Job Functions:**

- Provide transaction processing, oversight and support of SunGard software applications.
- Provide bank and other accounting function reconciliations.
- Provide financial analysis.
- Provide implementation and oversight of fiscal policy and procedures
- Lead and/or support the exploration and implementation of new accounting system tools (P-cards, Student Accounting Software, Electronic Vendor Payments, Paperless Office, etc.)
- Design and implementation of accounting processes and internal controls.
- Assist with development and implementation of District's annual budget.
- Assist with preparation for and completion of the annual audit.
- Perform other fiscal duties as assigned by supervisor
- 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.
- Assist office staff with regular duties.
- Appropriately maintain and secure confidential records and inquiries.
- Professionally represent the school and the District in interactions with parents, community, staff, and students.
- Trouble shoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
- Maintain appropriate certifications and training hours as required.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Regular attendance and occasionally perform work beyond a standard 40-hour work-week when work-load requires.
- Other duties may be assigned as needed

**Work Expectations**

- NWCS D employees are expected to be completely honest and maintain confidentiality in their employment capacity. Due to the fiduciary responsibilities of fiscal office employees, the requirement for honesty is given the greatest priority. Failure to be completely honest or breach of confidentiality in the employment capacity will lead to discipline up to and including dismissal.

**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 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 10 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.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date