



PARKROSE SCHOOL DISTRICT
10636 NE Prescott St.
Portland, OR 97220-1494
t: 503-408-2100
f: 503-408-2140
parkrose.k12.or.us

Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

Senior Accountant

Pos : 166

Parkrose School District

2025-2026 School Year

Rate: \$79,673 - \$95,134 DOE

Hours: 40 hours per week; 240 days

Deadline to apply: August 6, 2025 at 4:00 pm

Overview:

The job of “**Senior Accountant**” is done for the purpose/s of maintaining financial systems; ensuring that revenues are generated, expenses are within budget limits and overall fiscal policies, practices, and/or regulations are followed; maintaining accurate balances, determining feasibility of services within budget parameters; making recommendations to maximize financial resources; and providing financial guidance and recommendations to the Accounting Supervisor, Director of Business Services, Superintendent, and Board.

Job Requirements:

- The Senior Accountant requires a Bachelor’s degree in accounting, finance, business administration, Economics or related field and (5) years of experience monitoring, analyzing and auditing multiple departments, highly complex accounts in a full-service public agency or three (3) years of experience as an Accountant/Analyst with Parkrose School District.
- If the candidate has a Master’s degree, or Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA) or similar certification may substitute for two years of the required experience for the Senior Accountant level – OR - any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.
- Multicultural Competency

Preferred:

- Experience in managing restricted funds/grants within a K-12 school district.
- Non-profit or governmental accounting experience
- Bilingual
- Experience working with diverse student populations preferred

Skills, Knowledge, and/or Abilities Required:

- Skills to use computers and accounting applications, maintain records, apply basic accounting practices.
- Knowledge of accounting policies, practices and procedures, problem solving methodology, and modern office methods and techniques.
- Specific working knowledge of generally accepted accounting principles. Direct experience with governmental, fund accounting and federal and state grants desirable.
- Proficiency in Microsoft Excel, Word, Publisher or other publishing software / experience preferred and PowerPoint.
- Knowledge of the use of integrated accounting system.
- Knowledge of or ability to learn the process to produce ad hoc reports from the integrated accounting system.
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- Ability to coordinate multiple tasks in a fast-paced environment with many interruptions.
- Knowledge of legal and reporting requirements of school district financial and attendance accounting and state/school district accounting and financial relationships.

- Leadership style that is collaborative and builds a culture of professionalism.
- Ability to provide excellent customer service.
- Excellent written and oral communication skills.
- Ability to devise new forms and establish procedures for record keeping in accordance with generally accepted principles of accounting.
- Ability to apply policies judiciously and follow oral and written instructions carefully.
- Ability to maintain cooperative relationships with those contacted in the course of work.
- Multicultural competency preferred.
- Bilingual preferred.

Parkrose School District strives to create an inclusive environment that welcomes and values the diversity of our staff and our students. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications as described in a job posting. Parkrose School District is most interested in finding the best candidate for the position, and we encourage you to apply even if you do not believe you meet every described job qualification.

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

- Criminal Justice Fingerprint Clearance (cost to the employee: \$12.50 for fingerprints; \$70.00 for criminal background check – one-time payroll deduction)
- Ability to be bonded is required

Reports to: Accounting Supervisor

To Apply: Candidates will complete the Parkrose application online at [TalentEd](https://parkrose.tedk12.com/hire). In order for your application to be complete, you must submit the documents listed below in addition to the application at [TalentEd](https://parkrose.tedk12.com/hire):
<https://parkrose.tedk12.com/hire>

- Cover Letter
- TalentEd Application
- Resume

Parkrose is an Equal Opportunity Employer. Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Position Details:

Essential Job Functions:

- **Analyzes** contracts and projects for the purpose of protecting the District's interest and determining feasibility of service within budget parameters, making recommendations and/or maximizing use of funds.
- **Implements** reporting procedures and internal controls for the purpose of maintaining accurate records.
- **Informs** personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- **Maintains** various fiscal information, files, and records (e.g. accounts payable, accounts receivable, payroll, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- **Monitors** fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- **Ability** to produce consistent, accurate work under pressure, with a high attention to detail.
- **Ability** to exercise good judgment in applying policies to transactions.
- **Prepare** the budget document and annual financial statements for district audit and CAFR, including preparation of audit and CAFR documents.
- **Instructs** other accounting personnel for the purpose of informing them of current procedures.
- **Prepares** documentation (e.g. reports, schedules, correspondence, etc.) for the purpose of providing written support and/or conveying information.

- **Prepares** various budgets (e.g. general fund, and special funds) for the purpose of providing financial information to the Director of Business Services, Principals and Department Head, Superintendent, and Board.
- **Presents** information on various topics for the purpose of communicating information and gaining feedback.
- **Processes** various fiscal information for the purpose of updating information, authorizing final action and complying with accounting requirements.
- **Recommends** policies, procedures, and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or making decisions.
- **Reconciles** account balances (e.g. bank statements, cash receipts, school accounts, etc.) for the purpose of maintaining accurate balances and complying with related policies, practices, and/or regulations.
- **Researches** discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.
- **Perform** district's cash management activities, i.e. move tax receipts and Department of Education funds between accounts payable and payroll accounts; make appropriate transfers of funds to and from the state investment pool. Invest District funds in approved types of investments. Prepare cash flow analyses. Prepare bank reconciliations.
- **Coordinate** accounting management for federal and state grant programs.
- **Perform** special projects assigned by the Director of Business, i.e. financial data for budget preparation, estimates of ending fund balance.
- **Provide** and maintain adequate controls and safeguards over district assets.
- **Establish**, revise controls and accounting procedures for new and ongoing programs.
- **Monitor** purchasing to ensure compliance with laws/policies and have knowledge of local / public contracting laws/rules.

Additional Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attend** occasional meetings and conferences that occur outside regular business hours.
- **Research** and review accounting problems and develop solutions for finance department and provide accounting expertise and analysis.
- **Perform** chart of accounts maintenance, establish new accounts and account combinations, and complete opening and closing procedures for all accounting system modules. Provide knowledge and assistance regarding accounting software use, setup, maintenance and advanced features.
- **Prepare** and file required Oregon Department of Education reports including Budget Revenues, Budget Expenditures, Actual Revenues and Actual Expenditures.
- **Prepare** employee cost analysis for negotiations, maintain confidentiality of payroll information, prepare personnel budgeting (salaries and associated payroll costs)
- **Prepare** files in various programs for transfer and/or upload to other agencies.
- **Perform** the duties of coordinating workers compensation.
- **Monitors** accounting functions to ensure compliance with generally accepted accounting principles.
- **Conducts** special financial studies and performs other projects as assigned.