

JOB DESCRIPTION

POSITION TITLE:	Accounting Specialist
DEPARTMENT & PROGRAM:	Fiscal Services
WORK YEAR:	12 months
SALARY PLACEMENT:	Range 19
SUPERVISED BY:	Chief Financial Officer (CFO)
ASSOCIATION:	Classified
FLSA STATUS:	Non-exempt

GENERAL DESCRIPTION OF THE POSITION:

The Accounting Specialist performs a variety of accounting functions, centered on Accounts Payable (AP), Accounts Receivable (AR), and purchasing functions; assists with Payroll when the Payroll Accountant is absent.

The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Reviews invoices, statements and shipping documents to make sure all information is accurate and complete
2. Produces and distributes purchase orders to appropriate vendors
3. Maintains vendor files and keeps W-9s current
4. Pays vendor invoices and employee reimbursement requests
5. Participates in the Cash Receipts process as assigned, supporting appropriate internal controls
6. Responds to requests and inquiries from employees, vendors, and clients requiring an extensive knowledge of the district general ledger system and accounts payable/receivable functions, including the training of staff in AP/AR and purchasing functions
7. Provides the primary administration/ customer support for the procurement card program
8. Maintains accounts payable, purchasing, and purchase card documentation as required by best practice as well as applicable rules and regulations
9. Maintains general ledger accounts for accounts payable expenditures and monitors employee professional development process for payments/reimbursements
10. Maintains records and prepares reports to meet acceptable standards of monitoring agencies and external auditors on paper and/or digital imaging formats as appropriate
11. Sets up, maintains and processes accounts receivable for a variety of core and contract services provided by the ESD. Provides aging reports to departments as needed. Reconciles source documents from departments/systems prior to AR input
12. Calculates fixed operating charges for internal billing
13. Post payments in finance system
14. Provides primary training and support to all new/existing finance system users
15. Provides primary support to the Operations Department.
16. Assists the CFO in creating expenditure reports for departments as requested
17. Assists the accountants with payroll processing when the Payroll Accountant is absent
18. Creates and processes end-of-year 1099s

ADDITIONAL FUNCTIONS:

1. Follows and supports district and program values, policies, procedures and requirements.
2. Works cooperatively and harmoniously with families, coworkers, supervisors and community partners of diverse backgrounds.
3. Maintains professional and technical knowledge by participating in professional development activities.
4. Maintains regular communications including checking and replying to work email on a regular daily basis.
5. Maintains regular and punctual attendance.
6. Performs other duties as may be assigned.

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

MINIMUM QUALIFICATIONS:

1. Associate degree with accounting emphasis or equivalent experience and training in a related area
2. Recent successful experience with accounts payable functions on a computer based system
3. Recent successful experience with spreadsheet software
4. Working knowledge of generally accepted accounting principles and governmental accounting
5. Recent successful experience working with a variety of external systems to create source input documentation for the current finance system
6. Demonstrated ability to perform financial investigative tasks to solve problems for end-users
7. Ability to act as a liaison between fiscal and other departments to achieve organization objectives
8. Recent successful experience with general office practices and procedures
9. Skilled in the use of various office machines
10. Demonstrated ability to work independently and use initiative to accomplish assignments with general instruction and guidance
11. Demonstrated ability to exercise judgment and integrity on the job with confidentiality, tact, and diplomacy
12. Demonstrated ability to organize time and other resources to perform multiple tasks simultaneously
13. Demonstrated ability to work accurately with attention to detail
14. Written and oral communication skills sufficient to perform essential functions
15. Physical and mental attributes sufficient to perform essential functions
16. Ability to cross-train on ESD payroll system

WORKING CONDITIONS:

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

EQUIPMENT USED:

1. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- Sedentary work.** Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally and other sedentary criteria are met.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)								
01-30 lbs								
	Never	<input checked="" type="checkbox"/> Rare		Occasionally		Frequently	Continuously	
General school supplies, teaching materials, food items, and backpacks								
26-50 lbs								
	<input checked="" type="checkbox"/> Never		Rare		Occasionally		Frequently	Continuously
> 50 lbs								
	<input checked="" type="checkbox"/> Never		Rare		Occasionally		Frequently	Continuously

Employee may need to: (X = REQUIRED)									
Bend		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently	Continuously	
Climb	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently	Continuously
Crawl	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently	Continuously
Drive		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently	Continuously
Kneel		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently	Continuously
Reach (above shoulder)		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently	Continuously
Reach (forward)		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently	Continuously
Sit		Never		Rare		Occasionally		Frequently	<input checked="" type="checkbox"/> Continuously
Squat		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently	Continuously
Stand		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently	Continuously
Twist		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently	Continuously
Walk		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently	Continuously

Run		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Hands may be used for: (X = REQUIRED)										
Grasping		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
31-50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Carrying: (X = REQUIRED)										
01-30 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | = Not Required

REASONING ABILITY:

- Complete routine, repetitive tasks with simple instructions
- Follow detailed instructions that require few changes
- Follow detailed procedures with several potential variables
- Accurately interpret behaviors and nonverbal communication and act on decisions
- Demonstrate logical or deductive thinking
- Provide creative, innovative solutions to job problems

CALCULATIONS:

- Perform simple copying, addition, counting, subtraction
- Perform multiplication and division
- Understand the metric system and conversions
- Manipulate fractions, decimals, and percentages
- Understand and use statistics
- Understand and use charts and graphs
- Understand and use advanced mathematics
- Understand the theoretical application of statistics and complex math

LANGUAGE:

- Read and understand product labels, policies written at the 10th grade level
- Follow verbal or demonstrated instructions
- Explain simple directions, copy data from one form to another
- Complete form letters or answer routine correspondence
- Compose correspondence independently
- Read and interpret complex technical material
- Speak and understand a second language
- Prepare complex reports and documents
- Speak with individuals and small groups in an articulate manner
- Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without an accommodation or with an individual accommodation plan if established.

Print Name: _____

Signature: _____ Date _____

Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.