ACCOUNTING SYSTEMS SPECIALIST

Business Services Department

Purpose:

The Accounting Systems Specialist ensures that District employees are accurately compensated according to the District's labor contracts, retirement program, and applicable Federal and State statutes, ensuring that all appropriate payroll taxes, employee benefits and payroll reductions are properly and efficiently administered.

Reports to: Payroll Manager

Nature & Scope:

The Accounting Systems Specialist works independently, performing work of a regular and recurring nature under general supervision. The nature of the work requires adherence to federal and state statutes, policies, procedures and labor contracts and work must be completed with high accuracy.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assures the accurate, timely payment of wages and benefits for all District employees, with applicable benefits and taxes as well as salary reductions.
3. Operationalizes supplemental check runs, which require reconciling payroll data and coordinating applicable information from multiple sources.
4. Facilitates and participates in user group meetings to support payroll and business processes.
5. Provides leadership on assigned projects and process improvements, monitors plan and assists in evaluation.
6. Maintains thorough understanding of the computer system that supports wage and benefit computation and record retention. Problem-solves and implements system changes to comply with legal and contractual requirements.
7. Assures that benefit, retirement (PERS), and 403B plan contributions are accurate, balanced and paid as required. Assures that garnishments and voluntary deductions are accurately calculated and comply with court orders.
8. Investigates and resolves PERS anomalies and errors. Accurately runs and submits monthly PERS report.
9. Assures that labor agreements related to wages, benefits, sick leave, personal business and emergency leave and vacation are accurately interpreted, calculated and applied in payroll.

10. Ensures timely and accurate communication of all payroll information to appropriate staff, government entities and third-party vendors.
11. Maintains effective working relationships with other members of the Department as well as other department and school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
12. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelors' degree in a related field and two years' experience in payroll, accounting or systems process improvement and one year experience with demonstrated people facilitation and leadership ability or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
2. Must possess thorough knowledge of the principles, practices and law pertaining to payroll, taxes, and benefits.
3. Must demonstrate high proficiency in algebra and general mathematics.
4. Must possess excellent written and oral communication skills.

Working Conditions:

The Accounting Systems Specialist works primarily within an office building and frequently within school buildings. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Work Year: 260 days
Bargaining Unit: OSEA
FLSA Status: Non-exempt
Date Approved: April 15, 2020
Date Revised: January 5, 2020

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.