



5. Monitors, performs, and provides support for all payroll processing and accounting functions.
6. Communicates effectively with customers at all levels (management, clerical support, regulatory officials, and component district personnel) to clearly ascertain the concerns raised and respond courteously, promptly, and accurately.
7. Assists in the development of financial reports.
8. Prepares monthly and long-term cash flow projections, coordinates with the District's budget, and revises weekly based on actual operations.
9. Monitors daily investment of district funds to ensure adequate cash flow and maximum return on investments. Prepares monthly cash pool report for board meetings.
10. Works across departments to identify discrepancies in information of a financial nature for the purpose of resolving process issues and ensuring accuracy.
11. Ensures that accurate accounting records are maintained for fixed assets to ensure accuracy of general ledger and audit compliance.
12. Reconciles bank accounts, investigates discrepancies, and advises district employees of violation of district policy. Alerts management of large or unusual discrepancies.
13. Assists with revolving funds, warrant issues, and stop payments. Monitors and audits account expenditures and prepares reimbursement vouchers and reconciliation reports.
14. Interprets state statutes and policies relating to school district fiscal operations.
15. Sets up and monitors new grant budgets; prepares documentation to be submitted to state and federal authorities for grant submission and capital projects.
16. Assists with financial software implementation.

#### Lead Responsibilities:

1. Provides oversight, feedback, guidance, and direction to accountants that will enable them to perform their job requirements as directed by the department administrator.
2. Evaluates fiscal services and auditing workload, scheduling work, assigning work to other accountants, and inspecting completed work.
3. Provides financial training and assistance to accountants, office professionals, bookkeepers, and administrators.
4. Evaluates internal controls of systems and provides recommendations for improvement to create greater compliance, transparency, and/or efficiencies.
5. Participates with the supervisor in the screening, interviewing and selection of new employees.

6. Provides input to department administrator on overall performance and reliability of accounting staff.
7. Manages and coordinates, under administrator supervision, preparation of annual financial audit, student body audits, and budget.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possess a Bachelor's Degree in Accounting/Finance or a business related field.
- Three (3) years' experience working in accounting or a business related field or five (5) years of experience in the business related field in lieu of a degree.
- Knowledge of generally accepted accounting and auditing principles, methods, procedures and specific preparation.
- Knowledge of sources of finance, ethics, accounting, and banking information.
- Knowledge of and the ability to research Oregon Revised Statutes, Oregon Government Ethics Commission, Generally Accepted Accounting Principles (GAAP), Oregon Department of Revenue, and Federal regulations when applicable.
- Ability to effectively utilize financial management/accounting systems.
- Ability to import and export data and to develop spreadsheets.
- Analytical skills and ability to do statistical analysis; skill in working with numbers and performing mathematical computations.
- Strong organizational skills and ability to meet deadlines.
- Ability to work alone with minimal supervision or as an effective member of a work team.
- Ability to effectively communicate in person, in writing, and over the telephone with the public, business, and community groups, as well as building and district administrators and staff.
- Ability to work effectively in a stressful environment with numerous interruptions.

- Ability to adapt to new technology.
- A high level of attention to and management of detailed information.

**Part V: Desired Qualifications:**

- Bilingual and bicultural skills

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear, and speak.
- Employee is required to perform extensive work at a computer display terminal for 6 – 8 hours per day.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.