

SENIOR ACCOUNTANT



POSITION PURPOSE:

Oversees the District's general ledger, monitoring compliance with generally accepted accounting principles and District procedures. Solves complex accounting systems problems that are of a unique or non-recurring nature. Provides specialized or general calculations and analysis support in various accounting functions. Prepares specialized or highly complex reports, statements, analyses and interpretation utilizing advanced knowledge and proficiency in accounting practices. May lead or assist lower level professional accountants and staff in performing duties. Exercises broad discretion and creativity as to work details on assignments of a diverse and often difficult nature.

NATURE AND SCOPE:

Performs professional accounting activities of a varied and complex nature requiring application of an advanced professional, competent knowledge of accounting principles and practices. This position is required to exercise independent judgement with minimal supervision.

DISTINGUISHING CHARACTERISTICS:

This position differs from the Accountant classification in that the Senior Accountant works independently under broad direction and may provide work direction to lower level professional accountants and other staff. The work at this level is more complex and difficult in ways such as problem solving for which no clear precedent exists; greater than average responsibility for specialized assignments; analyzing financial information to prepare specialized reports.

ESSENTIAL JOB FUNCTIONS:

1. Assures that the General Ledger is in balance; prepares complex journal entries and records composite entries; reviews, investigates and corrects errors and inconsistencies in financial entries, documents, and reports; maintains chart of accounts; monitors expenditures at various levels within the account structure; maintains audit trail for financial transactions; coordinates all accounting cycles.
2. Prepares financial information to assist in developing and analyzing financial statements and budgetary documents; prepares financial projections; uses statistical analysis tools to assist with the analysis and reporting of data; develops specialized financial reports to facilitate site-based budgeting and financial management; provides support to school staff on running reports and explanation of financial data.
3. Participates in development, implementation and documentation of new or revised internal control procedures in compliance with relevant accounting, state or federal guidelines.

4. Provides skilled assistance, beyond accounting system maintenance, in technical problem solving and system support to District staff on all the District's financial software; liaison support between office staff and technical I.T. staff; assists in the improvement of computerized accounting systems and coordinates software changes and implementation between payroll, finance, fixed asset, position control and personnel packages.
5. Researches, analyzes and uses independent judgement in a variety of daily and non-routine decisions affecting assigned function.
6. Provides back-up support to other staff in case of absence or work overload and performs other related duties as assigned.

WORKING CONDITIONS:

Work is primarily performed indoors, with extended periods working on computers and the telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

- Technical accounting training, as well as training and high level expertise for all the District's financial systems and supporting computer systems.
- Extensive knowledge of the principles, practices, methods and legal requirements and standards involved in public sector accounting and budgeting, including Generally Accepted Accounting Principles.
- Ability to develop and prepare specialized financial reports using District approved software.
- Ability to communicate effectively and to establish and maintain effective working relationships with other employees, auditors, and representatives of governmental or financial agencies.
- Ability to understand and execute oral and written instructions, policies and procedures and to physically perform assigned duties.

EDUCATION AND EXPERIENCE:

Possession of a bachelor's degree in accounting AND two years professional accounting experience; OR five years progressively responsible and diverse accounting experience and coursework which included at least two years professional accounting in which a broad exposure to all areas of accounting and accounting principles, practices and procedures was acquired; OR any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

The statements contained herein reflect 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.

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, veterans status, genetic information or disability in any educational programs, activities or employment.

Work Year: 12 month

Bargaining Unit: OSEA

FLSA Status: Non-exempt

Date Approved: April 15, 2020

Date Revised: January 10, 2020

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