

### Director, Accounting

#### Purpose Statement

The job of Director, Accounting is done for the purpose/s of preparing financial statements for the Agency; provide financial information, guidance, and recommendations to department administrations; ensuring compliance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standard Board (GASB), Government Finance Officers' Association (GFOA), federal, state, and PSESD policies and procedures.

This job reports to Director, Business Services

#### Essential Functions

Analyzes a wide variety of financial information for the purpose of preparing financial statements, identifying irregularities, recommending controls, reporting for Board, and conforming to established financial practices and regulatory requirements.

Assists external agency personnel (e.g. external auditors, grant representatives, regulatory agency personnel, etc.) for the purpose of serving as liaison for the district in providing requested information and general support to the performance of their duties.

Compiles statistical and financial data for the purpose of providing third-party reporting and providing financial summaries to other personnel, and/or ensuring compliance with established regulations.

Develops reporting processes and procedure for the purpose of maintaining the efficient flow of financial processes.

Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's END: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.

Maintains a variety of manual and electronic fiscal information for the purpose of providing an up-to-date reference and audit trail for compliance.

Manages accounting records for the purpose of producing the Agency's financial statement.

Monitors and reconciles cash flow and account balances for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.

Participates in a variety of meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, Superintendent, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.

Provides technical expertise and direction to staff and administration (e.g. trust and casualty accounting, etc.) for the purpose of conveying information and ensuring compliance with established policies, practices, and regulatory requirements.

Provides recommendations on a range of issues (e.g. financial procedures, regulatory requirements, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying appropriate actions, supporting other staff, and serving as the district representative.

Recommends accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring quality control and compliance with General Accepted Accounting Principal (GAAP).

Researches a variety of topics and GASB updates for the purpose of evaluating compliance requirements and potential implications on district operations.

Responds to a wide variety of inquires of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.

Supervises personnel (e.g. provide coaching and consultation on technical issues, adaptive challenges, personnel matters, strategic opportunities, career goals, professional development, job performance, etc.) for the purpose of advancing the development of effective leaders and high performing teams and achieving agency and departmental objectives.

### **Other Functions**

Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

#### **AGENCY-WIDE COMPETENCIES**

**CULTURAL PROFICIENCY:** Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE:** Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

**RACIAL EQUITY MINDSET:** Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES:** Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSED. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**ACCOUNTING RULES, SYSTEMS AND PROCESSES:** Understands and applies accounting systems and practices, and the accounting rules and regulations that govern the agency and its programs.

**CREATING A SUPPORTIVE WORKPLACE:** Demonstrates respect and empathy when interacting with people. Listens to ideas, issues and suggestions with an open mind. Offers support, flexibility and guidance when others are balancing differing priorities.

**CUSTOMER FOCUS:** Commits to clarifying and supporting internal and external customers' goals and strives to meet their expectations and requirements. Consistently acts with customers in mind. Holds self accountable for providing high-quality, responsive and personable customer service.

**FUNCTIONAL/TECHNICAL SUBJECT MATTER EXPERT:** Possesses required functional/technical knowledge and skills to perform job responsibilities. Demonstrates active interest and ability to maintain level of knowledge and enhance and apply new functional skills.

**NAVIGATING AMBIGUITY:** Actively engages in areas of uncertainty and skillfully progresses and/or leads others in times of uncertainty.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education (Minimum):** Bachelors degree in job-related area.

**Education (Preferred):** Accounting or related area with relevant job-related experience

**Equivalency:** .

**Required Testing**

None Specified

**Certificates and Licenses**

CPA preferred  
WASBO Certification preferred

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**