



St. Helens School District  
St. Helens, OR  
Job Description

---

**Job Title:** Senior Accountant  
**Reports To:** Business Manager

---

### **JOB SUMMARY**

This position maintains general ledger accounts, performs reporting for grant programs and supports school bookkeeper functions. Participates in full-cycle accounting operations to ensure accurate and timely accounting records, reports and related data. Performs a variety of specialized, more complex accounting duties requiring the application of advanced accounting methods and the knowledge of a range of accounting principles.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- 1) General Ledger Bookkeeping
  - a) Prepares bank deposits.
  - b) Maintains fixed asset inventory.
  - c) Reviews coding for district purchases.
  - d) Reconciles monthly bank and investment statements.
  - e) Supports Director of Fiscal Services with debt payments and fund transfers.
  - f) Inputs and reviews journal entries for approval.
  - g) Performs month and year end close procedures.
  - h) Assists with external audit.
  - i) Performs data entry for year-end fiscal and annual budget reports to Oregon Department of Education.
- 2) Grant Support
  - a) Maintains district grant files.
  - b) Prepares requests for funds for grants and contracts.
  - c) Prepares and submits periodic and annual reports for all grants and contracts.
- 3) Other Essential Duties and Responsibilities
  - a) Cross-trains with business office staff to support department needs.
  - b) Prepares a variety of written materials (e.g. reports, procedures, transmittals, etc) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
  - c) Reviews and monitors financial procedures for compliance with generally accepted accounting principles, board policy and internal control policies and procedures.
  - d) Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
  - e) Complies with applicable District, state, local and federal laws, rules and regulations.
  - f) Attends work regularly and is punctual.
  - g) Dresses in a professional and appropriate manner for the assignment and the work setting.
  - h) Works independently.
- 4) Other duties as assigned.

---

## MARGINAL DUTIES & RESPONSIBILITIES

1. Attends regular professional development.
2. Attends staff meetings.
3. Travels among district facilities as needed.
4. Utilizes the District's electronic systems and applications only for purposes related to the position.

---

## SUPERVISORY RESPONSIBILITIES

1. None

---

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Associate's degree (A.A.) or equivalent from two-year college or technical school and at least three years of related experience and/or training or equivalent combination of education and experience.
  - a. Experience in governmental fund accounting preferred.
2. Works well with others from diverse backgrounds.
  - a. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
3. Ability to communicate fluently verbally and in writing in English.
4. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to colleagues.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
6. Ability to write routine reports and correspondence.
7. Mathematical Skills:
  - a. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
  - b. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.
  - c. Ability to apply concept such as fractions, percentages, ratios and proportions to practical situations.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.

9. Ability to deal with problems involving several concrete variables in standardized situations.
10. Advanced knowledge of computer usage and ability to use e-mail, internet software and word processing software.
  - a. Ability to use MS Office Suite and Google Suite (Word, Excel, PowerPoint, Google Docs) desired. Ability to use financial accounting software.
11. Ability to appropriately communicate with students, teachers, staff, parents and members of the community.
12. Ability to exercise good judgment and work in an environment with constant interruptions.
13. Background Check: All non-licensed staff must pass a federal and state criminal records background check.

---

**PHYSICAL DEMANDS**

*The physical demands 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.*

**In an 8-hour workday, this job requires:**

**R** - Rarely (Less than .5 hr per day)

**O** - Occasionally (.5-2.5 hrs per day)

**F** - Frequently (2.5-5.5 hrs per day)

**C** - Continually (5.5-8 hrs per day)

**NA** - Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching Overhead		X			
Reaching extension		X			
Repetitive use arms			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				

*Pushing/Pulling (Maximum Weight: 40 lbs)		X			
*Lifting/Carrying (Maximum Weight: 40 lbs)			X		

\*Identify items typically moved: Files, mail, reams of paper.

---

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

---

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD Prepared Date: 2/3/2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_