

ACCOUNTING ASSITANT IV



Purpose:

Performs advanced level accounting functions and manages records related to payroll, human resources and/or finance, as well as provide oversight to others doing similar work.

Nature & Scope:

Under supervision, performs work of a complex and varied nature in accordance with established law, District policies, practices, and guidelines.

Distinguishing Characteristics:

Positions assigned to the Accounting Assistant IV classification are advanced level accounting and/or records management positions distinguished from the Accounting Assistant III classification by the complexity and scope of District systems and functions performed within those systems. The Accounting Assistant IV may provide oversight to others doing similar work.

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 accuracy of data entered into the accounting system by analyzing data from source material.
3. Answers questions from staff regarding District systems and functions performed within those systems.
4. Maintains thorough knowledge of District's financial, payroll and human resource systems and provides input for necessary system enhancements.
5. Assists supervisor in preparing special reports or projects requiring extensive research, interpretation, or auditing of financial and statistical data. Analyzes financial record keeping systems to recommend improvements to meet account objectives. Provides information and feedback on necessary program changes.
6. Provides training and oversight of other staff.
7. 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.

Knowledge, Skills and Abilities:

- Thorough knowledge of secretarial and office practices, and procedures, and equipment.
- Detailed knowledge of departmental, program, and/or District functions and procedures.

- Knowledge of basic math, including the ability to add, subtract, multiply and divide accurately.
- Working knowledge of bookkeeping practices and procedures.
- Skill in operating standard office equipment.
- Ability to communicate effectively to explain policies and procedures and to assist with other employees, agencies and the general public using courtesy, tact and good judgment.
- Ability to work independently, under established policies and guidelines, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.
- Ability to establish and maintain filing and record keeping systems.
- Ability to read, understand, apply, and explain District/department policies and procedures.
- Ability to maintain the confidentiality of sensitive and confidential materials.

Required Qualifications:

High school diploma, or G.E.D., post high school coursework in accounting, bookkeeping, and/or secretarial practices, and four years of progressively responsible accounting, bookkeeping, and/or secretarial experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Working Conditions:

Work is performed in an office setting, requiring hand/eye coordination in the efficient operation of office machines and long periods of sitting at a computer.

Work Year: 10 or 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: April 2022

Date Revised: October 17, 2021

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.