

BUDGET AND ACCOUNTING LEAD SPECIALIST



Business Office

Purpose:

Provides technical, programmatic, and operational leadership for district budget and accounting functions. This position provides functional oversight and general leadership to assigned accounting and budget staff without formal personnel management authority. The Budget and Accounting Lead Specialist independently leads department-wide projects and analysis, develops and implements internal controls, leads financial system setup, configuration, testing, and implementation, and serves as a liaison between Business Services, schools, and other district departments. The position exercises substantial operational autonomy, requiring complex budget and accounting analysis, advanced professional judgment, and cross-department coordination while working under general supervision.

Reports to: Budget Manager

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. Provides functional oversight and day-to-day leadership to assigned budget and accounting staff to ensure consistent practices and workload coordination.
3. Leads and coordinates department-level budget and accounting projects, including process improvements, compliance initiatives, and system implementations.
4. Develops, documents, and implements internal controls and related procedures to support compliance and audit readiness.
5. Leads financial system setup, configuration, testing, and implementation in coordination with Information Technology and external vendors.
6. Serves as a liaison between Business Services, schools, and other district departments to coordinate financial processes and resolve cross-functional issues.
7. Provides advanced budget and accounting analysis to support decision-making, reporting, and planning.
8. Supports staff through training, technical guidance, and interpretation of budget and accounting requirements.
9. Maintains documentation and prepares reports related to assigned projects and functional areas.
10. Provides back-up support to other staff in cases of absence or workload demands.
11. Performs other related duties as assigned.
12. 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:

1. Knowledge of public sector budgeting, accounting, and financial reporting principles and practices.
2. Knowledge of internal control concepts, audit requirements, and compliance standards.
3. Ability to lead projects, coordinate work across teams, and manage multiple priorities.
4. Ability to provide functional guidance and technical leadership.
5. Ability to analyze financial data and prepare reports and recommendations.
6. Ability to communicate effectively with staff, administrators, schools, and external partners.
7. Ability to work independently and exercise sound professional judgment.

Required Qualifications:

Candidates should meet the following qualifications.

1. Possess a bachelor's degree in accounting, finance, or a related field.
2. Four (4) years of progressively responsible experience in budget, accounting, or a closely related public-sector financial role.

Working Conditions:

Work is primarily performed indoors with extended periods at a computer. Some in-district travel and occasional attendance at meetings outside normal working hours may be required.

Employee Calendar(s): 12 Month Classified

Bargaining Unit: OSEA

FLSA Status: Exempt

Compensation: Tech 9

Date Approved: March 31, 2026

Date Revised: April 24, 2026

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.

Budget and Accounting Lead Specialist

Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting					C
Stationary Standing			O		
Walking (level surface)			O		
Walking (uneven surface)	NA				
Crawling	NA				
Crouching (bend at knees)		R			
Stooping (bend at waist)		R			
Twisting (knees/waist/neck)		R			
Turn/pivot		R			
Climbing (stairs)		R			

Physical Requirements	NA	R	O	F	C
Climbing (ladder)	NA				
Reaching overhead		R			
Reaching extension		R			
Repetitive use arms			O		
Repetitive use wrists				F	
Repetitive use hands grasping				F	
Repetitive use hands squeezing			O		
Fine manipulation				F	
Using foot control	NA				
*Pushing/Pulling Max wt: 30 lbs.		R			
*Lifting/Carrying Max wt: 30 lbs.		R			

*Identify items typically moved: Office equipment, file boxes

EMPLOYEE WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance.
- B. Follow site and/or District protocol for reporting absences.
- C. Follow all District policies, work procedures.
- D. Follow all reasonable requests/instructions by proper authority.
- E. Maintain the integrity of confidential information relating to students, staff, and District operations.
- F. Work independently in the performance of routine duties.
- G. Make sound decisions.
- H. Participate in required meetings and trainings related to the position.
- I. Maintain required licenses/certifications and successfully complete required trainings for the position.
- J. Utilize the District's electronic systems and applications related to the position.
- K. Dress in a professional and appropriate manner for the assignment and work setting.

- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
- M. Cultivate and model a respectful working and learning environment.
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal 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. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: