



### **PURPOSE:**

- To efficiently perform the school district's financial accounting functions and to be cognizant of the functions of the payroll, purchasing, accounts payable and data reporting/processing needs.

### **REPORTS TO:**

- Director of Business Services

### **QUALIFICATIONS:**

- B.S. Degree preferred, with focus on accounting.
- Minimum of four years of experience in accounting, preferably in a governmental environment.
- Working knowledge of fund accounting, purchasing, accounts payable, payroll and budgeting procedures.
- Passes required criminal background check and drug screen.
- Bondable as required by law or district policy.

### **ESSENTIAL FUNCTIONS:**

- Maintain and balance financial transactions and records.
- Maintain compliance with policies, procedures and accepted practices of governmental fund accounting.
- Reconcile account balances with supporting schedules for audit purposes.

### **PHYSICAL REQUIREMENTS:**

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.

### **GENERAL RESPONSIBILITIES**

- Assist in preparing all contractual records, financial records, and agreements, which shall be submitted annually for audit.
- Prepare and keep all general and auxiliary fund accounts and direct all financial accounting according to generally accepted accounting standards.
- Prepare all reports for the business department, as assigned.
- Maintain knowledge of Oregon School Laws pertaining to financial record keeping for public schools.
- Provide advance warning of potential over-expenditure of budget appropriations.
- Maintain knowledge and understanding of the district's budget.
- Serve as accountant for the general fund budget and all federal, state and private projects as approved by the school board.
- Serve as liaison with all school regarding student body funds and site accounting and bookkeeping issues.
- District liaison for SubFinder contracted service with Southern Oregon ESD. Process related financial data.
- District liaison for employee insurance benefits program, maintain OEBC administrative reporting, process personnel changes related to payroll deductions and monthly financial reconciliations.
- District liaison for food service program and ODE interface needs. Process financial claims for the district.
- Produce month-end financial reports and complete bank reconciliations monthly.
- Develop statistical information in costing for classified and certified negotiations.
- Open and distribute business department mail.
- Establishes and maintains professional, positive, cooperative and harmonious relationships with administrators, staff, students, parents and the community.
- Uses computer technology for specified program tasks as needed for instruction or communication.



## Eagle Point School District 9 Job Description – District Accountant

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- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Achieves and maintains satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Good communication, organization and computer skills. Strong work ethic.
- Regular and reliable attendance to job and work duties.
- Support the philosophy and mission of School District 9.
- Perform other duties as assigned.

**RATE OF PAY:** According to Confidential Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Board Adopted: August 14, 2013*