



ACCOUNTING AND BUSINESS SYSTEMS SPECIALIST

Position Summary

The Accounting and Business Systems Specialist provides complex technical support to district staff in the areas of business systems software, accounting and budget. Responsible for processing, analyzing, monitoring, and reconciling complex financial information ensuring the District's compliance with policies and regulations, Generally Accepted Accounting Principles (GAAP), State laws and guidelines and other internal and external reporting requirements.

Performs a variety of paraprofessional accounting and budgeting duties that impact district-wide financial activities; assists professional accounting and budget staff with monitoring and processing complex financial activities, preparing district-wide documents, researching issues and ensuring compliance with legal requirements, governmental accounting standards, and district policies and procedures. Provides technical assistance in, and facilitates the use of, district business systems, including creating reports, training users, trouble-shooting, and maintaining data integrity. Position requires advanced knowledge of Excel and Word software.

Supervisory Relationship

This position reports to the Accounting and Reporting Supervisor.

Essential Functions

- Work closely with School District staff providing assistance and helping resolve accounting and business system issues as needed by department and school building personnel. The position will be an invaluable source of expertise and knowledge in providing assistance and training to staff on accounting tasks and procedures, and accounting software.
- The range of accounting responsibilities include preparing monthly account and bank reconciliations, analyzing general ledger accounts, creating and reviewing journal entries and budget transfers
- Monitor district-wide financial records for accuracy and adherence to established guidelines and accounting standards, as well as pertinent laws, policies and procedures; work with schools and departments to ensure compliance with accounting requirements; update policies and procedures to ensure that best practices are followed.
- Assist in preparation for audit processes; prepare information for the district's external auditors; work directly with external auditors to research questions, resolve issues and respond to auditor's findings.
- Assist management with finding solutions for complex problems requiring extensive knowledge of accounting standards, financial processes and accounting procedures; develop recommendations; participate in and/or oversee the implementation of changes. Research and resolve problems and data discrepancies.

- Prepare complex financial documents, including district budget and forecast documents. Ensure legal notification requirements are met.
- Create complex queries to provide efficient and effective information to management and other users.
- Provide support to the district Budget and Audit Committees and the Board.
- Maintains regular and prompt attendance.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Proven ability to apply general accounting practices, procedures, and techniques
- Adept to modern accounting software; proficient in using computerized accounting software and Microsoft Office applications.
- Knowledge of, and ability to apply, financial records management skills
- Ability to communicate effectively with a wide variety of customers verbally and in writing
- Ability to work independently and within a work team
- Ability to manage multiple tasks/priorities
- Excellent organizational skills
- Skilled in use of computerized business systems
- Ability to recognize possible system or process enhancements and recommend changes
- Actively support and respect diversity and professionalism in the workplace

Minimum Qualifications

- Four years of increasingly complex accounting experience in an automated environment.
- Graduation from a senior high school or equivalent.
- Course work in accounting or related field.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 14/ 12month
Developed by	Simone Sangster-CFO, Andrea Belz- Associate Director Financial Services
Reviewed and Approved by	David Brewer – Interim Director of Human Resources Pay Grade Evaluation Committee
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