

TITLE: Accounting Specialist

DEPARTMENT: Finance

REPORTS TO: Controller

POSITION SUMMARY: The Accounting Specialist is responsible for performing a variety of financial activities and accounting support for accurate accounts payable & receivable reporting requiring daily interaction with staff, vendors, payers, and the public, in accordance with district guidelines as well as state and federal requirements. This position requires the individual to take initiative, work independently without supervision and to exercise good judgement in fulfilling the responsibilities of the essential job functions while complying with Board Regulations and Procedures.

ESSENTIAL FUNCTIONS:

- Assists in training fellow Accounting Specialist staff, developing new procedures, and providing coverage when needed.
- As directed, prepares and maintains accounts receivable records to include billings, adjustments, and receipts, coordinates all communication and materials with the collection agency on the collection process.
- Analyzes fiscal information for all payments (e.g. contracts, travel claims, reimbursements, p-cards, budget codes, tax rates, point of delivery, credits, ASB expenses, capital project billings, invoices, etc.) to order warrants, ensure timely payment, and compliance with board regulations.
- Coordinates with vendors or personnel to answer questions and research problems as necessary regarding the payments of invoices; assists staff regarding return of merchandise and credits; researches issues such as discrepancies on invoices, substantiating documentation and responses provide timely customer service.
- Inputs and manages vendor data to ensure accurate records, monitor district assets, and liquidate purchase orders.
- Initiates and files the sales and comp tax reports & unclaimed property with the Department of Revenue.
- Recalculates and files Capital Project Department notices of completion, release of retainage agreements, and weekly bond expenses transfer with the County Treasurer to meet contract requirements on a timely basis. Verifies intents and affidavits for public works vendors are approved with the WA State Department of Labor & Industries.
- Monitors annual income reporting including applications of W-9 and appropriate tax classifications to vendors for the purpose of processing 1099s and accurate reporting to the IRS.
- Maintains and updates forms on the department website and notifies impacted District staff.
- Prepares fiscal reports (e.g. A/R invoices, sub rebills, warrants, board blurbs, comp tax reports, open PO listings, revolving fund & advance travel checks, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- As directed, reviews gift forms for appropriate account codes and approval. Seeks additional approval from staff or board when necessary and uploads gift budget into the system.
- Imports all daily POS cash receipts and transportation data into financial management system. Assists with account code errors when importing.
- Receipts incoming checks and cash, prepares daily bank deposits, and reconciles to various bank statements.
- Creates journal entries as pertinent to the work of the position.
- Reviews banking system for NSF checks to input entries into the financial system.
- Assists in guiding and training departments and buildings as appropriate for the purpose of maintaining a high level of professional service, supporting them in completion of their work, and providing necessary information with established guidelines.
- Possess knowledge of and adhere to District Regulations and Procedures as well as applicable State and Federal requirements.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks independently with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

job include: applying regulations and practices; applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; clearly communicating with vendors or personnel, preparing and maintaining accurate records; and performing accounting procedures (word, excel, outlook, etc.).

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; applicable compliance requirements of state and federal agencies; and computer skills.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information, guiding, and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. Daily performance significantly impacts the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required)

CONTINUING EDUCATION/TRAINING: None Specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date