

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Internal Auditor/Staff Accountant

DEPARTMENT: Accounting

REPORTS TO: Director of Finance

POSITION SUMMARY:

This position's responsibilities include administering the point of sale system, providing training, conducting internal audits, and assisting with the routine accounting functions of the district. This includes responsibility for applying laws and regulations pertaining to accounting/purchasing functions and assisting the Director of Finance in monitoring the financial internal control structure of the organization. The position is the liaison between the district office, building staff and administrative departments to ensure proper recording of financial transactions.

ESSENTIAL FUNCTIONS:

- Reviews, develops, and maintains sound internal controls to protect district assets. Provides technical advice and direction to building staff.
- Serves as primary liaison between the Accounting Office and building staff. Acts as first line contact for troubleshooting and information requests.
- Oversees the development and implementation of training programs for building and department staff in the proper procedures, analysis and reconciliation of accounts and records; the use of the district point-of-sale software systems, proper receipting procedures, appropriate coding/transmittal processes; and the planning and analysis of budget reports for ASB and general funds.
- Monitors procedures and coordinates changes as necessary in connection with budget and expenditure reporting and ensures that accounting practice follows applicable federal laws, state statutes, District Policy, school district and state rules and regulations.
- Conducts audits of building and department procedures to ensure compliance with district policy, best practices, and legal provisions.
- Assists in overseeing the district's chart of accounts. Provides guidance concerning maintenance of the account code structure to maintain system integrity. Analyze coding errors and implement any necessary changes. Maintain the general ledger for the ASB fund.
- Interacts with all schools and departments concerning ASB budgetary planning and analysis of current budget reports.
- Corrects journal entries for any adjustments to the financial records. Facilitates district level fundraising process including: collecting and approving forms, adding budget, and filing supporting documents.
- Maintains Accounting Office guidance on the district intranet. Create ready-reference manuals for staff as needed.
- Establishes and monitors gifts and grants.
- Other duties as assigned.

QUALIFICATIONS:

EDUCATION: A minimum of a bachelor's degree required with accounting, business or similar area of emphasis preferred.

EXPERIENCE:

- Three (3) years of experience in a large and complex organization preferred
- Auditing experience preferred
- Demonstrable leadership skills and experience
- Proficiency in data processing related to purchasing and accounting systems
- High level of skill in verbal and written communications
- Utilize software for recordkeeping, presentations and trainings, communication, and management of employees.

CERTIFICATES AND LICENSES: None specified

CONTINUING EDUCATION/TRAINING: None Specified

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CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

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