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, or payroll. This position is responsible for processing, analyzing, monitoring, and reconciling complex financial information to ensure District compliance with policies and regulations, Generally Accepted Accounting Principles (GAAP), State and federal laws and guidelines and various other reporting requirements.

The position performs a variety of paraprofessional accounting or payroll duties that impact district-wide financial activities, and also assists professional 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. The position also 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 Payroll and Accounts Payable Supervisor or the Assistant Director of Financial Services, depending on assigned duties.

Essential Functions

Work closely with School District staff to provide assistance and help resolve accounting, business system, or payroll issues as needed. The position serves as the first point of contact for staff, providing assistance and training on accounting or payroll tasks and procedures and related software.

Accounting-Related Functions

1. The range of accounting responsibilities includes but is not limited to: ensuring monthly procedures, task and processes are completed accurately and in compliance with all policies and requirements; preparing complex reconciliations; analyzing district- and school-level general ledger (GL) accounts; creating and reviewing journal entries and budget transfers, and assisting school and department staff with researching and correcting accounting entries.

2. Monitoring district-wide financial records for accuracy and adherence to established guidelines and accounting standards, as well as pertinent laws, policies and procedures; working with schools and departments to ensure compliance with accounting requirements; assist with updating policies and procedures to ensure that best practices are followed and providing a variety of training opportunities (group, one-on-one, manuals) to support department and school building personnel.
3. Assisting in preparation for audit processes; preparing information for the district’s external auditors; working directly with external auditors to research questions, resolve issues and respond to auditor’s findings.

4. Preparing invoices and collect funds; preparing monthly cost allocations; providing reports as requested, and monitor expenditures for compliance with policies and procedures.

5. Assisting management with finding solutions for complex problems requiring a strong working knowledge of accounting standards, financial processes and accounting procedures; developing recommendations; participating in and/or oversee the implementation of changes. Researching and resolving problems and data discrepancies.

6. Creating complex queries to provide efficient and effective information to management and other users.

7. Developing positive working relationships to foster a collaborative working environment.

8. Perform other duties as assigned.

**Payroll-Related Functions**

1. Assisting in the preparation of payroll for District operations, meeting all established federal, state and District deadlines. Assignments will include, but are not limited to:
   
   a. Processing paperwork for new hires, terminations and employee changes;
   b. Entering time records or reviewing/processing time records provided by school or department staff;
   c. Processing payroll actions initiated by Human Resources;
   d. Preparing internal payroll reports as directed;
   e. Preparing payroll-related tax and liability payments;
   f. Filing and maintaining employee payroll records to assure confidentiality and security of employee person information.

2. Reconciling Oregon Public Employee Retirement System (PERS) reports to District payroll records; conducting research on exceptions and making corrections/adjustments as needed to ensure the accuracy of PERS payments.

3. Completing portions of the payroll process, as assigned, under the general supervision of the Payroll and Accounts Payable Supervisor.

4. Monitoring district-wide payroll records for accuracy and adherence to established guidelines and accounting standards, as well as pertinent laws, policies and procedures; working with schools and departments to ensure compliance with payroll requirements; updating policies and procedures to ensure that best practices are followed and providing a variety of training opportunities (group, one-on-one, manuals) to support department and school building personnel.

**Required Knowledge, Skills and Abilities**

1. Working knowledge of federal and state regulations related to area of responsibility.
2. Knowledge of principles and practices of governmental accounting.
3. Skill in researching, analyzing and interpreting complex financial data.
4. Ability to prioritize and self-direct, analyze situations, identify situations where appropriate to make decisions.
5. Ability to communicate complex information clearly and concisely both orally and in writing with a variety of customers.
6. Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
7. Proficiency in various computer applications including computerized accounting or payroll systems, complex databases, spreadsheets, and word processing software.
8. Knowledge of Oregon Public Employee Retirement System (PERS) preferred for payroll assignments.
9. Knowledge of, and ability to apply, financial records management skills.
10. Ability to work both independently and within a work team.
11. Ability to manage multiple tasks/priorities.
12. Excellent organizational skills.
13. Ability to recognize possible system or process enhancements and recommend changes.
14. Actively support and respect diversity and professionalism in the workplace.

Minimum Qualifications

- Four years of increasingly complex accounting and/or payroll experience in an automated environment.
- Graduation from a senior high school or equivalent; preference will be given to applicants with an associate’s degree or certification in a related area.
- Course work in accounting, payroll or related field.

Work Environment

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

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<th>ADDITIONAL INFORMATION</th>
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<td>Cydney Vandercar,</td>
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<td>Director of Human Resources</td>
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