



Sisters School District

“Home of the Outlaws”

Curtiss Scholl
Superintendent

CLASSIFIED JOB POSTING

Permanent, Full-time Accounting Technician for Sisters School District

Posted: March 11, 2019

Starting Date: May 6, 2019

Job Summary

General Description: The Accounting Technician is responsible for performing elements of the District's Accounts Payable process. This includes coordination, collection, entry, and management of invoices, checks requisitions, and purchase orders. This position relies upon structured procedural methods to ensure proper and timely payment to vendors as well as performing reconciliation functions to verify accuracy. This position also performs grant accounting functions, and serves as a backup for other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable:

1. Receive, verify, process and reconcile invoices before processing for payment
2. Scrutinize account codes used on Purchase Orders for accuracy and appropriateness. Provide account coding assistance, guidance and correction (based on the District account code structure as well as the ODE PBAM guidelines).
3. Coordinate and communicate deadlines and timelines to various departments.
4. Ensure all appropriate authorizations are obtained in relation to invoice processing.
5. Trace errors and records adjustments to correct charges or credits posted incorrectly.
6. Directly deposit or distribute checks to vendors on specified deadlines.
7. Keep informed about changes in laws and regulations affecting 1099's, taxable payments, and district policies.
8. Provide information to employees and managers regarding purchase orders, invoices, expenditures, and budget.
9. Develop and improve the systems used to process the entire Accounts Payable cycle, with an emphasis on creating efficiencies.
10. Perform financial analysis and review as requested.
11. Prepare and file annual 1099's; obtaining necessary W-9's prior to payment.
12. Verify vendor accounts by reviewing monthly statements and related transactions.
13. Disburse and track petty cash, verifying documentation for purchases.
14. Answer vendor inquiries in a timely and responsible manner.
15. Manage storage on invoice records.

GRANT ACCOUNTING:

1. Ensure proper coding and tracking of all expenditures related to grant funds
2. Monitor expenditures for reasonableness and alignment with donor requests and/or requirements.

3. Maintain accounting information in order to generate reports to compare actual expenditures to budget.
4. Reconcile general ledger accounts and investigate any potential accounting errors or irregularities.
5. Provide reports and serve as an information resource about grant funds.
6. Request grant funds which are paid on a reimbursement basis.

OTHER ACCOUNTING FUNCTIONS:

1. Create and post journal entries with appropriate documentation.
2. Reconcile GL balance sheet and accounts and fund balances.
3. Prepare information and schedules requested by auditors, staff and other review agencies.
4. Enter batch receipts for bank deposits. Prepare and deliver bank deposits.

ADDITIONAL RESPONSIBILITIES:

1. Troubleshoot office machinery (copy, fax, postage, etc.), including coordinating maintenance and supply inventory for fiscal office.
2. Perform other work related duties as assigned.
3. Maintain professional and technical knowledge by participating in professional development activities.
4. Provide backup support to other positions.
5. Display good personal hygiene, punctuality, professionalism, and appropriate attire in an office setting.
6. Maintain task lists and directions as guides for backup assistance when such assistance becomes necessary.
7. Compose and process correspondence memos and reports.
8. Respect and secure confidential information and the privacy of students and employees.
9. Attend work regularly.
10. Other duties may be assigned as needed.

Salary: \$16.67-\$18.81 per hour based on experience.

Contract days: 240 per year Monday through Friday.

Position closes: April 9, 2019

If you are interested in applying, please submit a completed Sisters School District Application, Letter of Intent, Resume, two letters of recommendation, and Official Transcripts (if applicable) to Shirleen in the HR Department.