



# Sisters School District

“Home of the Outlaws”

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**Posting Date:** January 20, 2023  
**Job Title:** Accounting Specialist  
**Reports to:** Business Manager  
**FLSA Status:** Non-Exempt

**Job Summary:**

The Accounting Specialist 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, bank reconciliations and other Business Office duties as requested. There is potential for growth within the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

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 of invoice records.

### Grant Accounting:

1. Track all expenditures related to grant funds to ensure they are within the scope of the grant.
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.
5. Reconcile bank statements.

### **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. Assist District Office Administration to make aware, discuss and formulate policies and procedures as the need arises to enhance or adjust practices that may influence labor relations and collective bargaining.
4. Maintain professional and technical knowledge by participating in professional development activities.
5. Provide backup support to other positions.
6. Display good personal hygiene, punctuality, professionalism, and appropriate attire in an office setting.
7. Maintain task lists and directions as guides for backup assistance when such assistance becomes necessary.
8. Compose and process correspondence memos and reports.
9. Respect and secure confidential information and the privacy of students and employees.
10. Attend work regularly.
11. Other duties may be assigned as needed.

### **SKILLS:**

1. Knowledge of Microsoft Office applications including Outlook, Access, Excel, Power Point and Word.
2. Intermediate to advanced spreadsheet knowledge.
3. Interpersonal skills and the ability to build strong relationships.
4. Managing multiple tasks simultaneously with interruptions.
5. Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
6. Manage electronic documents in an organized and efficient manner.
7. Consistently apply rules and regulations to varying situations.
8. Understand and apply methods to timely detect and correct discrepancies in data.
9. Ability to work independently.

### **MINIMUM QUALIFICATIONS:**

1. Associates Degree (A.A.) or equivalent from a two or four year college or technical school. (Degree requirement may be waived for candidates with significant accounting work experience).
2. Three years' experience in accounting or equivalent combination of education, experience and/or training.

3. Understanding accounting concepts such as journal entries, reconciliations, accounts payable and accounts Receivable.
4. Experience with high volume accounts payable processing.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work in an often chaotic environment with many interruptions while maintaining task organization, and strategic direction. May involve work in a noisy environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to frequently walk (occasionally on uneven surface), sit for long periods of time, stand, use hands for fine manipulation, handle or feel, and reach with hands and arms (frequently reaching above the shoulders), stoop, kneel, crouch and climb stairs.

The employee may be required to lift and/or move up to 25 pounds. Vision abilities require close vision, distance vision, peripheral vision, depth perception and the ability to focus.

**Start Date:** As soon as possible

#### **Employment, Salary and Benefits:**

- This is a full-time, 260-day contract (full year) position.
- Salary: \$52,000.00 to \$55,000.00 based on experience and education.
- Sisters School District offers several competitive and comprehensive benefits packages to team members, and contributes a district paid monthly amount towards these benefits. Benefits include medical, prescription, dental, vision, life and disability insurance, employee assistance (EAP) and wellness programs. Paid vacation, sick, and personal time off.
- Employer-paid PERS.

**Position Closes:** January 27, 2023 or until filled.

#### **Submission Details:**

Please submit your letter of Interest, complete Talented Recruit & Hire Application, Resume, Transcripts and three (3) letters of recommendation on Talented Recruit and Hire @ <https://sisters.cloud.talentedk12.com/hire/index.aspx> (Link on webpage).

**Contact** the HR Department for any questions regarding this position @ 541 549-8521 #5021

**Sisters School District is an Equal Opportunity Employer**