

JOB DESCRIPTION Clackamas ESD

POSITION TITLE: Fiscal Services Accountant

DEPARTMENT: Administrative Services

WORK YEAR: 12 Months

SUPERVISED BY: Chief Finance Officer

EMPLOYEE ASSOCIATION: Confidential

GENERAL DESCRIPTION OF THE POSITION:

The Fiscal Services Accountant performs and oversees all payroll accounting functions, assists in budget development and employee group negotiation computations, assists in grant management, performs accounting analysis, provides support in other areas of the Fiscal Services Program as assigned, and assists local component school districts in using the financial system.

ESSENTIAL FUNCTIONS:

1. Oversees and provides support for all payroll processing and accounting functions
2. Assists the Director of Human Resource Services by performing salary, benefit, and other computations as needed during negotiations
3. Performs monitoring, reconciliation, and analysis of general ledger accounts
4. Maintains the fixed asset accounting system specific asset identification
5. Supports accounts payable accounting functions
6. Maintains budgetary control for governmental funds as assigned
7. Assists the Chief Finance Officer in preparing financial reports for the CESD Superintendent and CESD Board of Directors
8. Prepares audit schedules for the annual audit process

ADDITIONAL FUNCTIONS:

1. Follows and supports CESD policies and procedures
2. Performs other duties as may be assigned
3. Works cooperatively and harmoniously with clients, co-workers, and supervisors
4. Maintains professional and technical knowledge by participating in professional development activities

MINIMUM QUALIFICATIONS:

1. Recent successful experience in fund accounting, preferably in an educational setting
2. Recent successful experience in all aspects of payroll processing and accounting functions
3. Recent successful experience using a computer based system for accounting applications
4. Expert-level proficiency in personal computer spreadsheet applications
5. Working knowledge of grant accounting as it relates to Oregon school districts
6. Demonstrated ability to organize time and resources to perform multiple tasks simultaneously
7. Demonstrated ability to make decisions independently and use initiative and judgment in accomplishing tasks
8. Written and oral communication skills sufficient to perform essential functions
9. Physical and mental attributes sufficient to perform essential functions

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

- | | | | | |
|------------------|---------------------------------------|--|--|--|
| Bend: | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Climb: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Crawl: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Not At All |
| Drive: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Kneel: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Lift: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Reach: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| (above shoulder) | | | | |
| Sit: | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Squat: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Stand: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Twist: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Walk: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |

2. Employee may use hands for:

- | | | | | |
|-------------------|---------------------------------------|--|--|-------------------------------------|
| Single Grasping | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Pushing & Pulling | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Fine Manipulation | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |

3. Employee may use wrists for:

- | | | | | |
|------------------|---------------------------------------|--|---------------------------------------|-------------------------------------|
| Twisting/turning | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
|------------------|---------------------------------------|--|---------------------------------------|-------------------------------------|

4. Employee may use feet for repetitive movement as in operating foot controls:

- | | | | |
|---------------------------------------|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
|---------------------------------------|-------------------------------------|--|-------------------------------------|

5. Lifting:

- Sedentary Work: Lifting ten pounds maximum and occasionally lifting and/or carrying articles such as docket, ledgers, and small tools.

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

Employee _____ Date _____

Supervisor _____ Date _____