

Job Opening Announcement & Job Description



ACCOUNTING ASSISTANT INTERN (part-time, temporary position)

Supervisor: Executive Director Administrative Services	Division: Administrative Services Location/Assignment: Wenatchee, WA
Salary Range: \$16.00 - \$17.00 per hour <i>Salary range dependent upon experience and expertise.</i>	Conditions of work: 80-100 days, 4 hours/day through September 2019 <i>nonexempt position</i>

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Accounting Assistant Intern for School Districts within our ESD region. This position is based in Wenatchee, Washington. The Accounting Assistant Intern will assist the fiscal department with budget preparation/input, fiscal reporting, maintenance and interpretation of program budgets and other areas of school district finance. This may include: review of contracts and invoicing requirements, invoicing contracts, grant claims and grant monitoring.

Qualifications:

Required:

- Two (2) years of college-level accounting education
- Experience and working knowledge of Excel
- Ability to effectively work with a high-producing team in a fast-paced environment
- Excellent organizational and time management skills
- Ability to manage multiple projects

Preferred:

- Four (4) years of college-level accounting education

Skills, Knowledge, and/or Abilities:

- Ability to work independently under broad organizational guidelines to achieve objectives
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships
- Demonstrated excellent verbal and written communication skills
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days

Timeline:

Position opens: March 1, 2019
Position closes: March 15, 2019
Screening & Interviews as soon as possible
Position begins May 2019

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Assist in preparation, maintenance, and interpretations of program budgets, invoices and grant claims.
- Ability to maintain accurate records and reconcile accounts.
- Ability to create and maintain complex Excel spreadsheets.
- Assist in assembling financial data: input and post financial transactions in journals and ledgers.
- Assist with preparation of monthly reconciliations including, but not limited to, the County Treasurer Statements.

- Maintain cash disbursements, encumbrances, local and direct receipts, general journals and detail ledgers and prepare monthly bank account reconciliation.
- Assist in the assembly and preparation of local school district annual financial and personnel reports.
- Assist in conducting training sessions for districts pertaining to budgeting, financial reporting and personnel reporting.
- Assist with coordination with County Auditor and OSPI to record and report district data.
- Record, process and check for accuracy all state reports submitted by local school districts.
- Maintain required state report files and disseminate information to County Treasurer.
- Assist with researching, responding to and providing technical assistance as requested.
- Ability to maintain confidentiality.
- Ability to work effectively under pressure, manage time and prioritize to meet deadlines.
- Ability to research and problem solve and work independently or as a member of a team.
- Ability to establish and maintain effective working relationships with staff and outside agency personnel.

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties. Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Superintendent, Executive Director Administrative Services or Assistant Fiscal Director.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lift and carry a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

All completed packets must be submitted on-line and include:

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)