

Job Opening Announcement & Job Description



ACCOUNTING ASSISTANT

Supervisor: Director of Finance and Executive Director Administrative Services	Division: Administrative Services Location/Assignment: North Central ESD Wenatchee serving districts in Chelan, Douglas, Grant and Okanogan Counties
Salary Range: \$53,146.00 - \$61,633.00 (level 1) \$56,700.00 - \$65,755.00 (level 2) <i>Salary placement dependent on education and experience - (based on a 260-day schedule)</i>	Conditions of work: 8 hours/day, 260 days per year <i>non-exempt 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 Accounting Assistant to support the Administrative Services Department with budget input, maintenance and interpretation of program budgets. This may include: review of contracts and invoicing requirements, invoicing contracts, grant claims and grant monitoring. This position is also responsible for completing tasks that overlap multiple departments. Primary functions will also include posting financial transactions such as, but not limited to, month-end close, budget and year-end close processes. In addition, this position will also support student/fiscal records and computer room activities. This position requires advanced knowledge of Excel and the ability to research and problem solve. May require limited travel to school districts and other educational related agencies.

Qualifications - Required:

Required Education and Experience:

- Bachelor's degree with emphasis in accounting, business administration, public administration or three years of successful governmental accounting experience
- Advanced current experience in using and building complex excel worksheets
- Advanced experience with MS Excel, MS Word, MS Outlook and MS PowerPoint
- Proven ability to work independently
- Excellent organization skills and commitment to follow through on tasks and assignments
- Ability to learn and apply new skills to accommodate changing work environment
- Successful in managing multiple assignments
- Proven ability to work successfully and positively with staff and clients
- Demonstrated success working as part of a fast-paced, high-energy team

Preferred:

- Recent Skyward accounting software experience or other financial relational databases
- Recent experience in K-12 accounting
- Proven advanced experience analyzing financial reports

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
- Portray positive attitude, initiative and responsibility to the agency and districts we serve
- Understand and carry out oral and written directions efficiently and effectively
- Exercise confidentiality and display loyalty and integrity
- A valid Washington State Driver's license, reliable transportation and willingness to travel

Timeline:

Position opens: September 13, 2021

Position closes: September 27, 2021

Screening & Interviews: As soon as possible

Position begins: As soon as possible

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

All NCESD employees are required to follow the Governor's proclamation 21-14.1 dated August 20, 2021 which requires proof of COVID-19 vaccine or supporting documentation for a valid health or religious exemption.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Inputs and posts financial transactions in journals and ledgers
- Verifies totals and coding on report forms, requisitions and other financial documents
- Maintains cash disbursements, encumbrances, local and direct receipts, general journals and detail ledgers
- Auditing of invoices and preparation of vouchers for payment
- Prepares purchase orders and distributes copies to vendors, receiving room, originator and purchase order numerical file
- Assists in maintaining equipment inventory records
- Assists in preparation of invoices and grant claims
- Prepares or assists with monthly reconciliations
- Maintains archives and assists with records management
- Assists with preparation, maintenance and interpretation of budgets and reports
- Records, processes, and checks for accuracy all state reports submitted by local school districts for enrollment, budget, personnel and financial year end reports
- Works with OSPI, internal staff, and school districts to ensure all state reporting deadlines are met
- Provides technical support to school districts in the use of OSPI data system applications
- Assists in recording monthly County Treasurer statements
- Works in conjunction with County Auditor, County Treasurer and OSPI to record and report district data
- Works in conjunction with local counties and OSPI to troubleshoot and resolve issues
- Uses a positive businesslike approach at all time to communicate effectively with clients, other team members, and outside agencies
- Work independently, organize time and set priorities
- Work effectively under pressure to meet deadlines
- Establish and maintain effective working relationships with staff and outside agency personnel
- Assist with all Computer Room operations
- Other duties as assigned

Professional Growth and Responsibilities

Meet or exceed performance expectations in the following areas:

Competence

Quality & Quantity of Work

Attitude

Flexibility, Innovation & Initiative

Cooperation with Supervisor/Director & Peers

Demonstrate & Support Agency Values

- Support, implement, and abide by ESD and partnering agencies' policies, regulations, procedures and administrative directives; demonstrate loyalty to the ESD and other administrators.
- Support and follow the policies and procedures of the agencies served.
- Submit records, reports and assignments promptly and efficiently.
- Work in a team environment.
- Multi-task in an environment with constant interruptions.
- Deal with obstacles and constraints positively.
- Demonstrate ability to adjust to and use new approaches in the performance of his/her duties.
- Seek and take advantage of opportunities for professional growth.
- Maintain dress and appearance appropriate to a professional office setting.
- Assist with other responsibilities as assigned by the Executive Director of Administrative Services, Director of Finance, Assistant Superintendent and/or Superintendent.

- 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.

Physical Demands

- Frequent travel within the ESD 171 region, including some overnight travel
- 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 one year old)
- Sexual Misconduct Form

[Click here to apply](#)