

**NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT  
JOB DESCRIPTION**

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Position Title:	<b>ACCOUNTING SUPPORT SPECIALIST</b>
Location:	Washington Service Center
Department:	Fiscal Services Department
Reports to:	Accounting Manager as assigned
FLSA Status:	Nonexempt
Salary:	Range J, Support Services Salary Schedule

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**GENERAL DESCRIPTION:**

This position serves the entire Agency and may also provide services to school districts within the region or districts that have contracted with the Agency for Fiscal Services. Incumbents are responsible for performing accounting support activities in an assigned section, such as Accounts Receivable, Accounts Payable, or Payroll, and general support to other Fiscal areas as needed.

**QUALIFICATIONS: Knowledge, Skills and Abilities Required:**

1. High school diploma or equivalent. Work requires an understanding and application of accounting practices; two years related experience or equivalent training.
2. Strong skills in computer operations including data entry/maintenance in fiscal software (Infinite Visions financial accounting system or similar equivalent); Microsoft Office Suite, including intermediate to advanced proficiency in Excel, Word, and Outlook.
3. Ability to read, understand, apply and explain District and department policies and procedures; requires detailed knowledge of department functions.
4. Able to maintain confidentiality in daily work activities and the confidentiality of sensitive material
5. Certificates as determined by the Agency including a valid driver's license.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.**

***1. Financial Transactions (All positions) :***

- a. Compile and sort documents such as invoices, checks, or reimbursement request forms substantiating business transactions.
- b. Check source documents to determine completeness, accuracy and proper authorizations. Maintain essential records and files.
- c. Receive funds, record amounts received and prepare records of transactions.

***2. Accounting Records (All positions):***

- a. Maintain appropriate accounting codes to ensure the accuracy of Agency-wide financial reporting within budget parameters and agency board policy.
- b. Record individual expenditure, encumbrance or revenue items.
- c. Enters or records accounting transactions into accounting system.
- d. Communicates with Agency staff, districts, and vendors to gather information about billings, accounts, etc. to identify and resolve problems.

***3. Positions assigned to Accounts Payable:***

- a. Researching and verifying accounts payable invoices.
- b. Processing invoices for payment.
- c. Verifying invoice approvals.
- d. Running and distributing vendor check payments.
- e. Maintaining vendor filing systems.
- f. Respond to vendor inquiries, research billing status, process credit card reconciliation payments, and resolve issues with vendors.

**4. Positions assigned to Accounts Receivable:**

- a. Preparing bank deposit.
- b. Posting payment to appropriate accounts.
- c. Reviewing past due invoices.
- d. Maintaining the detail and summary spreadsheets for unallocated funds.
- e. Preparing invoices; reviewing and posting.
- f. Respond to customer service inquiries, research billing status, process credit card payments, and resolve issues with customers.

**5. Positions assigned to Contracts/Purchasing:**

- a. Assisting Agency staff with preparation of expenditure contracts.
- b. Maintaining useful and up-to-date vendor list.
- c. Maintaining up-to-date information relative to the procurement function.
- d. Researching and verifying accounts payable invoices.
- e. Processing invoices for payment.
- f. Verifying invoice approvals.
- g. Running and distributing vendor check payments.
- h. Maintaining vendor filing systems.
- i. Respond to vendor inquiries, research billing status, process credit card reconciliation payments, and resolve issues with vendors.

**6. Positions assigned to Payroll:**

- a. Performs payroll data entry.
- b. Maintain payroll database; completes check runs and reviews for accuracy.
- c. Handles filing, answers telephone calls, and answers employee questions regarding checks, benefits as they relate to payroll, and leaves.
- d. Sets up and maintains employee payroll files.
- e. Prepares and processes special payroll runs such as terminations and balance of contract payrolls.
- f. Calculates and pays payroll taxes, generates quarterly reports including, but not limited to, unemployment and PERS.
- g. Processes payments to payroll vendors and answers vendor questions.
- h. Reports and reconciles PERS information; responds to PERS data requests.

**7. Additional Duties:**

- a. Maintain regular and consistent attendance and punctuality.
- b. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
- c. Perform other duties and responsibilities as assigned.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions.

**MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate discounts, interest, ratios, percentages, etc.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems and collect data.

**OTHER SKILLS AND ABILITIES:**

Ability to work collaboratively. Ability to establish and maintain effective working relationships with co-workers. Ability to maintain confidentiality; listen to others without interrupting; remain open to others' ideas; and contribute to building a positive team spirit.

**PHYSICAL DEMANDS:**

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light. Human Resources has available detailed descriptions of physical demands for agency positions. During the final hiring process, you will need to review physical demands of your position.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is generally performed in an office environment with usually low noise levels. Travel to various sites may be required.

The Northwest Regional ESD is an equal opportunity employer and provides services to the public on an equal opportunity basis and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or marital status. Auxiliary aids and services are available upon request to individuals with disabilities or individuals with limited proficiency in English. Contact the District Office for assistance.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1482 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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