

Springfield Public Schools

Accountant II - Full Time - Administration Building (18-19 C1017)

JOB POSTING

Job Details

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| <i>Title</i> | Accountant II - Full Time - Administration Building |
| <i>Posting ID</i> | 18-19 C1017 |
| <i>Description</i> | Springfield Public Schools seeks outstanding candidates for the position of full-time Accountant II for Springfield Public Schools. This position is responsible for assisting the grants manager in monitoring and maintaining the District accounting records for state and federal grants, high cost disability calculations and submissions, and maintaining the Medicaid reimbursement and billing program. This position works eight (8) hours a day from 8:00 a.m. to 5:00 p.m. Monday through Friday for 12 months each year. |

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all the following tasks. Other related duties as assigned.

1. Demonstrates regular and acceptable attendance and punctuality, as set forth in Board policy.
2. Becomes familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Works independently and cooperatively in teams with other staff members and students, when necessary.
5. Attends staff meetings.
6. Attends in-service and workshop trainings; applying training to instructional responsibilities.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Reports issues to authorities as necessary, like animal control, suspicious activity, etc.
11. Maintains a working knowledge of the laws of the state of Oregon applicable to school business.
12. Completes a high volume of computer data entry work, using District computer programs, to input high volumes of data ensuring speed and accuracy, including confidential data, in an environment with constant interruptions.
13. Performs financial accounting of state and federal grants.
14. Prepares and maintains compliance measures for grant requirements and stipulations.
15. Sets up budgeting accounts for grants and verifies/reconciles account statements.
16. Assists with liaison functions between funding agencies, and/or District departments about compliance measures and issues.
17. Prepares monthly, quarterly and annual reports and reconciles to the general ledger accounts.
18. Coordinates month end closing and data flow for general ledger reconciliation and reports.
19. Submits claims for grant funds and enters deposit information into financial system.
20. Assists District departments on High Cost Disability calculations and submissions of funds.
21. Assists District departments with Medicaid reimbursement program and submissions.
22. Supports external audits by preparing schedules, working papers, and other materials as requested and/or necessary.
23. Prepares prompt and accurate reports and filings as necessary.
24. Completes special projects and other duties as assigned.
25. Appropriately maintains and secures confidential records and inquiries.
26. Assists other office staff and serves as back-up, as needed.
27. Troubleshoot office machinery (copy, fax, postage meter, etc.), coordinates maintenance and supply inventory.

QUALIFICATIONS

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A. or B.S.) in Accounting or Business Management or five years of professional experience in public sector or fund accounting, or related field or equivalent combination of education, experience and/or training. Ability to accurately enter and retrieve computerized data. Prior successful experience working as an accountant in a school or office setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students, parents and the business community.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information to top management, public groups, and/or Board members.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, including monetary units using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percentages, and proportions to practical situations. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to deal with nonverbal symbolism (formulas, equations, graphs, etc..) in its most difficult phases.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to type and use ten-key accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and vendors. Ability to multi-task, meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including the ability to obtain a valid CPR/First Aid card and Oregon Driver License.

Shift Type **Full Time**
Salary Range **Range 15 / Hourly**
Location **ADMINISTRATION BUILDING--NEW**

Applications Accepted

Start Date **06/27/2018**
End Date **07/11/2018**