



# Wallowa Education Service District

## Job Posting

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### Staff Accountant

Closing Date 1/6/25

#### **General Summary**

The Accounting Clerk provides accurate accounting records for receipts and/or disbursements for the schools and the ESD. Duties include performing a variety of complex clerical and intermediate-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial statements.

Position reports to the business manager and is a responsible non supervisory position.

#### **Performance Responsibilities**

- ❖ Oversee and manage the software fund accounting system for district revenues and expenditures and cash management in accordance with generally accepted government accounting principles and district policy.
- ❖ Serve as a resource person to constituent districts in the districts budget accounting.
- ❖ Assist with payroll information for annual budget preparation together.
- ❖ Ensure accurate tracking of financial information in preparation for yearly external audit.
- ❖ Prepare year-end 1099's and employee W-2's.
- ❖ Ensure timely payment to vendors for all approved invoices.
- ❖ Analyze and prepare monthly financial reports enumerating invoices paid during the prior month.
- ❖ Responsible for accurate data entry of monthly payroll information into the Infinite Visions Fund Accounting system. Prepare payroll checks and direct deposit stubs for distribution and maintain payroll records.
- ❖ Responsible for monthly payments of employee insurance premiums and payments to savings plan(s) as selected by the employee.
- ❖ Responsible for monthly PERS payments and reconciliation of the account.
- ❖ Responsible for maintenance of current and accurate files on all active and inactive employees as related to payroll records, insurance, PERS, and leave reporting.
- ❖ Maintain confidentiality at all times.



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- ❖ Perform other tasks and work-related duties as requested by the business manager or superintendent.
- ❖ Responsible for preparation and maintenance of all paid accounts payable files.

### **Qualifications**

- High School Diploma or equivalent.
- Experience & knowledge Knowledge of accounting principles, data processing, accounts receivable, accounts payable and payroll procedures.
- Demonstrated skills in Infinite Visions software, data processing, spreadsheets, and word processing (such as MS Word, and Excel).
- Ability to operate standard office equipment with 10-key proficiency.
- Excellent written and oral communication skills with a high degree of accuracy.
- Ability to exercise judgment and integrity on the job with confidentiality, tact and diplomacy.
- Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
- Ability to maintain confidentiality of sensitive and confidential information related to personnel, employee contracts, and legal matters affecting the district(s).
- Able to lift 50 lbs.
- Pass a criminal background check – including fingerprinting.
- Such alternatives to the above qualifications as the ESD Board of Directors/Superintendent may find appropriate and acceptable.

### **Compensation**

- 40 hours per week. ( 4 9-hour days & 1 4-hour day) Includes paid holidays, vacation, sick, discretionary and personal leave.
- Benefit package includes insurance and PERS retirement.
- \$24 - \$30/hr DOE
- Closing Date 1/6/25