



# NORTHWEST LOCAL SCHOOL DISTRICT

## Job Description

**Job Title:** Accounting Department Specialist

**Classification:** Classified

**Salary Schedule:** XB7

**Department:** Treasurer's Office

**Reports To:** CFO/Treasurer, Assistant Treasurer

**FLSA Status:** Exempt

**Date:** December 2021

**Approved by :** Northwest Local School District Board of Education

**Job Summary:** Provide accounting assistance, reviewing all transactions for compliance with state and federal guidelines as well as policies and procedures. Assists in maintaining accurate accounting and banking records. Prepares annual audits.

## Job Qualifications:

1. Associate degree in accounting and/or sufficient related work experience and/or training in the area of Accounting. Previous experience in accounting or finance related fields preferred.
2. Technology skills - These skills include excellent computer skills and the ability to work with a variety of web-based applications, Google Docs, financial software, Microsoft Office (Word, Excel, Powerpoint, and Access), district website and systems, etc.
3. Polished communication skills as it relates to working with various stakeholders.
4. A high level of organizational skills, especially in the area of record keeping.
5. Ability to maintain a level of confidentiality regarding district information and records.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.



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## Essential Duties:

1. Data entry; posting miscellaneous adjusting entries, posting corrections and payroll memo processing.
2. Review accounting transactions for compliance with state and federal guidelines as well as policies and procedures.
3. Analyze financial transactions and data to ensure accuracy of postings, use of funds, trends and future forecasted amounts.
4. Perform the reconciliation of all district funds and accounts on a monthly basis.
5. Communicate accounting activities with other district departments, school sites, personnel and vendors.
6. Review and audit internal processes and procedures for compliance and controls.
7. Fiscal record retention in accordance with state auditors and district guidelines.
8. Interacts with outside vendors, creditors and in-district personnel to resolve problems and maintain positive business relationships.
9. Assists with analyzing, researching and problem solving in order to comply with policy and resolve conflicts.
10. Perform monthly, calendar and fiscal year end closing processes and procedures.
11. Coordinate and work with vendors to prepare the district's financial GAAP conversion and perform the district's financial, federal and Medicaid annual audits.
12. Maintain adequate training and knowledge to stay up-to-date on rules and regulations affecting compliance with Federal, State and Board Policies and Procedures.
13. Work with all stakeholders to ensure efficient use and implementation of hardware/software affecting all financial systems.
14. Other duties as assigned by the CFO/Treasurer or Assistant Treasurer.



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## Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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## **Physical Requirements:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 247 days



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Title: Accounting Department Specialist

Employee: \_\_\_\_\_ (print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)