

Northwest Local School District has a vacancy for your consideration. Please find the details below.

Accounting Department Specialist

Apply Online

Category: **Administration**

Date Posted: **3/1/2023**

Location: **Administrative Offices - Treasurer's Office**

Date of Availability: **Immediately**

Date Closing: **3/17/2023**

- [Accounting Department Specialist.pdf](#)

Position:

Accounting Department Specialist

Salary:

\$44,155.40 - \$68,497.71 - Based on experience

Location/Hours:

Northwest Local School District Administrative Office (remote possibility) – 7.5 hours per day

The Northwest Local School District is seeking an accounting professional for the position of Accounting Department Specialist. The position reports directly to the Assistant Treasurer and is responsible for general ledger accounting, prepares monthly reconciliations, performs variance analysis and coordinates multiple district audits. Assist with interpreting and implementing governmental accounting standards. Provide internal information, analysis, forecasts, and reports to assist management and administration in the performance of their duties. Assist with financial statement preparation, consolidation, and analysis. Review financial data generated by other staff for accuracy and completeness. Assist in the training and development of extended financial staff. The position uses judgment and professional skills to determine appropriate procedures of accounting records, research of transactions, and reporting. Assists the finance team in maintaining records and ledgers, operating expenses, journal entry preparation and documentation.

The ideal candidate will have excellent analytical skills, as well as strong math, organizational and time management abilities. Able to understand and connect data points contained in a complex accounting system to provide both detailed and global perspectives of the data. Ability to work independently is a must. He or She should be highly proficient in various technologies to create spreadsheets, word processing documents, and databases. Intermediate to advanced skills are necessary for Excel and/or Google sheets programs.

All candidates must possess an expanded knowledge and understanding of GAAP.

All candidates must have previous professional accounting experience that includes at least 6 of the following:

- **Documenting and resolving problems within an accounting system.**

- Classifying revenues and expenditures to funds and accounts.
- Ensuring the accounting system conforms to applicable controls.
- Reconciling accounts to general or control ledgers.
- Preparing journal entries.
- Applying accounting principles to one or more functional areas; i.e. AR, AP, etc.
- Tracing errors through an accounting system.
- Communicating technical accounting information orally and in writing.
- Applying and interpreting computer report information.
- Governmental and fund accounting.
- Applying PC spreadsheet, database, and word processing software and processing data using a computer.
- Excellent oral and written communication skills.
- Ability to be detail-oriented including accuracy with numbers and data entry.
- Ability to use tact and diplomacy in order to maintain effective working relationships within the department, as well as with district staff, directors, administrators and the general public.
- Proficiency with PC-based software in a Windows platform, including spreadsheet, word processing, database, graphics, and e-mail.
- Demonstrated reliability and successful performance from past work history.
- Knowledge of basic accounting principles.
- Ability to work effectively in a team-based environment
- Must be able to perform the essential functions of the position with or without accommodation.

The position is salaried with a 247 day contract, working year round. Work calendar includes Spring and Winter breaks, and holidays. Qualifies for vacation, sick and personal leave accumulated monthly.

Placement on the salary scale is based on experience and qualifications.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Northwest Local School District uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.



NWLSD Mission

The Northwest Local School District will create a responsive learning community where all students are valued, challenged and guided along a pathway to success.

NWLSD Core Beliefs:

- We believe students and staff excel best when they feel welcomed in the building, safe in their classrooms and trustful of each other
- We believe all students and staff can learn and deserve opportunities to show and achieve success

- We believe valuing diversity and working to understand one another is vital and important
- We believe a high priority should be placed on providing holistic support to ensure success for all
- We believe building and maintaining collaborative relationships with community members is foundational to teaching and learning in NWLSD

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