

**HOOD RIVER COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Staff Accountant  
**Classification:** Confidential  
**Reports To:** Chief Financial Officer  
**Work Year** 261 Days/Year  
**Position Function:** This is a confidential position that is responsible for performing professional accounting, financial, budgetary, statistical, and other analysis in support of the District's activities, functions and programs.

**Job Purpose Statement/s:**

Under the supervision of the Chief Financial Officer (CFO), the Staff Accountant performs assigned professional accounting, financial, budgetary, statistical, and other analysis in support of the District's activities, functions and programs; provides analysis in support of collective bargaining; assists in the annual budget development and implementation; assists with the annual audit; performs internal audits and reviews of financial processes to recommend improvements; provides training and support; serves as lead worker for assigning work to business services staff; and performs related duties as assigned.

**Essential Job Functions:**

- **Perform** financial, budget and policy assignments in accordance with guidance and instructions from the CFO regarding approach and expected results.
- **Serve** as lead worker in assigning the work of accounting, payroll and purchasing in the business services office.
- **Provide** training as needed to school, department, administrative and business services staff.
- **Assist** with the preparation, development, review, implementation and maintenance of school and department budgets.
- **Assist** in the preparation of the annual budget document.
- **Monitor** District's expenditures to assure compliance with adopted budget requirements.
- **Maintain** knowledge of local budget law to help the District stay within compliance.
- **Prepare** and review budget adjustments.
- **Collaborate** with Human Resources and grant managers to monitor and track staffing allocations and analyze budget variances.
- **Prepare** account reconciliations to ensure the general ledger is balanced and reconciled to subsidiary asset and liability accounts and fund balances and bank accounts.
- **Prepare** and review journal entries to record financial transactions.
- **Monitor** cash flow requirements for District operations.
- **Prepare** or assist with various reports for the District and for federal, state, and other governmental agencies and meet quarterly, annual, or other deadlines to ensure compliance with program, grant or contract requirements.

- **Assist** with the development and administration of effective internal controls to detect and correct errors and to prevent fraud, illegal acts, waste and abuse from occurring through the financial accounting systems within the District and business services office.
- **Inform** business services staff regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- **Attend** relevant trainings as assigned.
- **Provide** financial analysis in support of collective bargaining and other labor agreements.
- **Maintain** personnel, financial and related records; prepare written and computerized reports as requested.
- **Maintain** a high level of ethical behavior and confidentiality of information about students and staff.

#### **Other Job Functions:**

- **Assist** and support business services staff as required to ensure completion of their work activities
- **Maintain** satisfactory attendance.
- **Perform** other related duties as assigned.

#### **Job Qualifications & Experience:**

- Bachelor's Degree in Accounting
- Minimum five years' advanced accounting experience.
- Minimum two years' supervisory experience desired.

#### **Skills, Knowledge and/or Abilities Required:**

- Working knowledge of and ability to effectively use MS Excel, MS Word, and MS PowerPoint and/or other programs and office equipment as required by the position.
- Knowledge of accounting principles and applicable federal, state and local laws and administrative rules, codes and regulations, including but not limited to public contract rules, local budget law and federal and state grant administrative and financial requirements.
- Skill in training, assigning, and effectively delegating work.
- Skill to operate standard office equipment including use of computer applications, use of English in both written and verbal form and perform basic arithmetic calculations
- Be an effective verbal and written communicator.
- Be able to design and create clear, concise and accurate reports from the District's financial system to use for financial analysis and reporting.
- Confidentiality, diplomacy, discretion and independent judgment are required to meet the expectations of the position

**Licenses, Certifications, Bonding and/or Testing Required:** Criminal Justice Fingerprint Clearance; District Drug Screen Clearance; Valid Driver's License.

## Physical Requirements:

1. In an eight-hour day employee may:
  - a. Stand/Walk             None             1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                       None             1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                     None             1-3 hrs             3-5 hrs             5-8 hrs
  
2. Employee may use hands for repetitive:  
 Single Grasping             Pushing and Pulling             Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                       No
  
4. Employee may need to:
  - a. Bend                     Frequently             Occasionally             Not at all
  - b. Squat                     Frequently             Occasionally             Not at all
  - c. Climb Stairs             Frequently             Occasionally             Not at all
  - d. Lift                       Frequently             Occasionally             Not at all
  
5. Lifting:  
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.  
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.  
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.  
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.