



PURPOSE:

- The High School Accountant maintains the financial books and accounts of the site to ensure that receipts and disbursements are properly accounted for.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintains a valid Oregon Driver's License and personal transportation.
- Passes required criminal background check.
- Experience in bookkeeping or accounts payable desired.
- Working knowledge of computer technology to originate, update and maintain accurate word processing, database, spreadsheet files, etc.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensures that the financial activities conform to district guidelines.
- Communicates effectively with members of the school district and community.
- Strong work ethic.
- Reacts to change productively and handles other tasks as assigned.
- Maintains satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Appropriately operate all equipment as required.
- Supports the philosophy and mission of School District 9.
- Good organizational skills.
- Maintains the financial records and budget accounts of the site to ensure that receipts and disbursements are properly accounted for.
- Receives payments and disburses funds associated with school activities, including club accounts and fee assessments.
- Prepares financial statements.
- Prioritizes tasks to meet deadlines, maintaining a high degree of accuracy and attention to detail.
- Uses independent judgment, decision making and problem solving skills to perform administrative support functions.
- Serves as a liaison between administration, staff, district office personnel and the general public.
- Balances and reconciles all financial records.
- Respects confidential information.
- Interprets policies and procedures of building, district, state and federal laws and regulations pertaining to financial responsibilities.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.



- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Sees that district policies are observed at all times.
- Keeps abreast of new information, innovative ideas and techniques.
- Performs other duties as assigned by the site administrator.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.

Rate of Pay:

According to Classified Salary Schedule