

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

ACCOUNTANT

Function:

The incumbent of this position performs all accounting functions related to the Purchasing and ASB/Accounts Payable system of the district.

Relationship:

The incumbent works independently while reporting to and receiving general guidance from the Assistant Director of Finance.

Qualifications:

1. Possess a high school diploma with a working knowledge of accounting procedures as acquired by specialized experience beyond high school. This experience would include knowledge of established accounting procedures and techniques in the performance of such functions as:
 - balancing, reconciling, adjusting, or examining accounts;
 - developing or verifying accounting data for reports, statements, and schedules.
2. Demonstrated competence in accounting skills, the ability to be accurate with attention to detail, and the ability to apply established procedures for recording and compiling data.
3. Ability to communicate in a professional manner and work effectively with other staff members, have positive public relations skills, and able to function under pressure.
4. Familiarity with computer hardware and software programs involving spreadsheets and word processing.

Duties & Responsibilities:

Performs all duties related to the Accounts Payable and Purchasing systems for the district for all district funds ..

1. Communicate in a professional manner whether by phone, e-mail, written correspondence or in person, with all district personnel, vendors, community members, and students regarding any transaction for the payment of goods and services received by the district.
2. Process all purchase requisitions, acquire paperwork, and assist with the purchasing card transactions.
3. Ensure compliance with purchasing laws and regulations. Prepare district bids and advertise for services.
4. Process purchase orders and invoices for payment in a timely manner in accordance with monthly deadlines for board meetings.
5. Accurately and efficiently enter necessary data into the district computer system for preparation of vouchers and warrants needed for payment.
6. Prepare payment documentation for board approval.
7. Ensure payments on contracts follow district policy and Prevailing Wage laws.
8. Have knowledge of Washington State tax rules and regulations.
9. Provide training in all areas of ASB and audit schools in ASB compliance as well as internal controls.
10. Perform other duties as assigned.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Support Services Personnel.

Union Affiliation/Classification

PSE/Acct

FLSA Status

Non-exempt

Wage Range

PSE Wage Schedule

Job History

Created: 8/07;

Revised: 8/30/13

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.