



ACCOUNTANT/ANALYST SENIOR ACCOUNTANT/ANALYST

BASIC FUNCTION

Under general supervision, perform a variety of professional, complex and responsible accounting and fiscal analyses; apply generally accepted accounting principles and practices in maintaining fiscal controls and records, preparing transactions and initiating reports; analyze accounting data, procedures, controls, services, and similar activities; prepare a variety of analyses, recommendations,, financial transaction statements and related reports.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Utilize generally accepted accounting principles to ensure compliance with GASB reporting requirements; maintain ledgers of accounts; prepares periodic trial balances, and reconciles them to the General Ledger or control accounts; summarize and prepare financial records and statements for internal, external and public reporting. “E”
- Analyze, measure and report on revenues and costs of providing services, intake and outflow of general and specially funded program resources; maintain records of District financial assets and liabilities. “E”
- Examine appropriation transfer, encumbrance and expenditure documents for compatibility with fund and appropriation restrictions and for availability of funds; follow established policies and procedures in applying expenditure controls over appropriations. “E”
- Analyze and measure flow of financial resources at the fund-based reporting level; participate in the development of revenues and expenditures, change in funds balance, change in available resources and related statements and reports. “E”
- Prepare a variety of scheduled, regular, periodic and ad hoc accounting statements, reports, distributions and balances; reconcile a variety of accounts and vendor statements; report on various accounts financial position, operating results and other pertinent information. “E”
- Research, analyze and report on financial data, income, payables, budget, purchasing, payroll, bond, grant and related information to ensure accountability and accuracy in use of District funds; provide supporting documentation and/or information for internal and mandated reporting. “E”
- Analyze financial accounts and records to participate in and conduct partial and/or full-scale audits of financial accounts, controls and management systems; identify and document any data error, unaccountable transactions, faulty or inefficient processes and report findings to administrator. “E”
- Provide technical advice and assist District leadership in the preparation and monitoring of accounts, including the interpretation of accounting and finance policies; provide recommendations on accounting and financial objectives. “E”
- Maintain a wide variety of financial information, spreadsheets, fiscal and statistical data, charts, graphs, files, records and reports for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines. “E”
- Participate in meetings, in-service training, seminars and workshops, to gathering information required to maintain current knowledge and expertise essential to perform accounting, analysis and audit duties. “E”

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Accountant/Analyst and Senior Accountant/Analyst classifications both perform financial accounting, analysis and reporting work related to the income, distribution and outflow of funds, such as Special Revenue Funds, Capital Projects Funds, Debt service funds, general funds and other District funds. A working knowledge of and expertise implementing generally accepted accounting principles (GAAP) under Governmental Accounting Standards Board (GASB) standards for federal reporting entities is expected at both levels. Levels are differentiated by complexity of work assignments, scope of independence and discretion in decision-making and levels of proficiency in both knowledge and expertise.

The Accountant/Analyst performs standard, routine, accounting and analysis activities for a variety of funds and funding sources and handles the collection and manipulation of financial and statistical data for the purpose of reporting on the financial status of variety of accounts, performing limited internal audits on designated programs or projects.

The Senior Accountant/Analyst performs the more complex review and analysis of District funds and conducts accounting work that requires the application of a thorough knowledge of governmental accounting procedures and practices. The employee monitors accounts and participates in and leads small-to-large scale internal audits of accounts for compliance purposes with grants, contracts, and other district, local, state, and federal requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Generally accepted accounting practices for federal reporting entities.

Governmental audit requirements.

Governmental Accounting Standards Board standards of state and local governmental accounting and financial reporting.

State, federal and local laws, regulations and court decisions applicable to K-12 public school financial management.

Principles, practices, tools and techniques of accounting, financial analysis, auditing and project management.

District organization, operations, policies and objectives.

Techniques and principles of high-quality customer service.

Internal consulting concepts and practices.

Current technologies, accounting, statistical, financial, spreadsheet, presentation software.

Effective written and oral communication and presentation techniques.

Ability to:

Perform general-to-highly complex accounting, auditing and analyses of a variety of financial accounts.

Analyze accounting processes and identify practices and procedures that require correction or modification.

Develop financial spreadsheets and databases and use accounting, audit and analytical software.

Understand, interpret, apply and explain complex state and federal policy, law, regulation and court decisions applicable to school business and financial operations.

Implement fiscal policies, audit procedures, public and fund accounting systems.

Communicate effectively with non-accounting personnel to explain accounting requirements.

Provide internal consultation services.

Prepare and present complex data in written and oral reports.
Analyze data utilizing a variety of complex processes.
Set and adapt to changing work priorities, while meeting deadlines and timelines.
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.
Model ethical behavior and communicate high expectations of ethical behavior to others.
Maintain confidentiality of highly sensitive information.
Act judiciously under pressure.
Communicate effectively both orally and in writing.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Accountant/Analyst requires a Bachelor's degree in Accounting, Finance, Business Administration, Economics, Statistics, Public Administration, or related field and three (3) years of accounting experience in a full-service public agency. Certified Public Accountant (CPA), Certified Management Accountant (CMA), or similar certification and experience working in a richly diverse school community and environment are highly desirable.

The Senior Accountant/Analyst requires a Bachelor's degree in Accounting, Finance, Business Administration, Economics, Statistics, Public Administration, or related field and five (5) years of experience monitoring, analyzing and auditing multiple departments, highly complex accounts in a full-service public agency or two (2) years of experience as an Accountant/Analyst with Portland Public Schools. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA) or similar certification and experience working in a richly diverse school community and environment are highly desirable.

A Master's degree in one of the above-identified fields may substitute for two years of the required experience for both the Senior and Accountant/Analyst levels.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt

Bargaining Unit: N/A

Salary Grade: Acct/An – 25; Sr. Acct/An - 34

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P