

Auburn School District

Job Title: Assistant Director of Accounting

Reports To: Executive Director of Business Services

Unit Classification: Administrator

GENERAL DESCRIPTION: The Assistant Director of Accounting provides strategic leadership and operational oversight of the district's accounting functions to ensure accurate, timely, and compliant financial management. The Assistant Director demonstrates strong ethical leadership, sound judgment, and a commitment to continuous improvement, collaboration, and service to district staff and stakeholders.

The successful candidate will bring a detail-oriented and systems-focused mindset, with the ability to lead complex financial operations while building strong relationships across departments. The Assistant Director supports the district's commitment to equity, racial literacy, and anti-bias practices by ensuring financial processes and decisions promote transparency, accountability, and equitable resource allocation to serve the diverse needs of Auburn students and families

Duties and Responsibilities:

Under the general supervision of the Executive Director of Business Services, the Assistant Director of Accounting is responsible for the planning, organization, supervision, and coordination of the district's accounting operations, including financial reporting, compliance, internal controls, and staff oversight. The Assistant Director provides leadership in maintaining a high-functioning, accurate, and efficient accounting system that supports district operations.

Essential duties include, but are not limited to, the following:

- Lead, support, and maintain a comprehensive accounting program that adheres to all applicable federal, state, and local laws, rules, and regulations while supporting equitable and transparent financial practices.
- Ensure full compliance with Washington State accounting requirements, including accurate and timely completion of all required financial reports such as the F-196 and SEFA.
- Lead the fiscal year-end closing process, including coordination of revenue and expenditure accruals and purchase order closeout.
- Oversee all district accounting functions, including accounts payable, accounts receivable, and cash receipting operations.
- Oversee district tax-related obligations, including use tax, leasehold tax, property tax, and unclaimed property reporting.
- Maintain and monitor the district's chart of accounts and perform monthly trial balance reconciliations.

- Review, prepare, and monitor grant reimbursement requests and ensure compliance with grant requirements.
- Review and monitor monthly account reconciliations to ensure accuracy and completeness.
- Establish, implement, and maintain internal control procedures to safeguard district assets and ensure compliance.
- Remain current with Governmental Accounting Standards Board (GASB) pronouncements and Washington State Accounting Manual updates.
- Supervise, support, and evaluate accounting department staff, including assigning and monitoring workflow and supporting professional growth and accountability.
- Participate in hiring processes, including screening, interviewing, and recommending candidates for accounting positions.
- Maintain system security access related to accounting functions and financial systems.
- Support and coordinate with the State Auditor's Office and other auditing bodies during annual and special audits.
- Assist with district bond and debt-related activities, including continuing disclosure and arbitrage rebate compliance.
- Complete monthly and annual bank and county treasurer reconciliations.
- Analyze current accounting processes and collaborate with departments to improve efficiency, accuracy, and service delivery.
- Maintain effective working relationships with administrators, office managers, and external partners.
- Participate in professional organizations and workgroups to support implementation of new accounting standards and practices.
- Respond to time-sensitive financial matters with sound judgment and professionalism.
- Perform other duties as assigned.

Minimum Requirements:

- Bachelor's degree in accounting or business administration required.
- Minimum of two (2) years of supervisory experience required.
- Minimum of four (4) years of accounting experience in a governmental or school district setting required.
- Demonstrated knowledge of governmental accounting principles and financial reporting requirements.
- Proven ability to analyze complex financial data, develop solutions, and make sound decisions.
- Demonstrated commitment to accuracy, accountability, and meeting deadlines.
- Strong leadership skills, including the ability to build teamwork, mentor staff, and improve systems.
- Ability to establish and maintain effective working relationships with staff and stakeholders from diverse backgrounds.

- Strong written and oral communication skills.
- Proficiency in Microsoft Office and accounting software systems.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural responsiveness, racial literacy, and equitable treatment of all staff, students, and families of the district.
- Ability to support and advance the Auburn School District’s commitment to “Engage. Educate. Empower with Equity and Excellence.”

Knowledge, Skills, and Abilities Desired:

- Experience working in a Washington State K–12 public school district.
- Ability to train individuals and groups on financial systems and software applications.
- Experience analyzing and improving accounting and business processes.
- Knowledge of Washington State school finance and reporting requirements.

Working Conditions:

Physical Demands – The position is primarily office-based, requiring frequent use of computers and standard office equipment. The role may involve extended periods of sitting, as well as occasional standing, walking, bending, and lifting of light to moderate objects.

Work Environment – Work is performed in an office setting with regular interaction with district staff and external partners. The position may require work outside of standard business hours during peak periods such as fiscal year-end, audits, or reporting deadlines.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.