

Job Description

Position Title: Accounting Specialist

Location: District Support Center

Department: Accounting

Reports To: Director of Accounting

Term: Year-round position

Schedule: Mon-Fri Full-time. Approx. 8:00-4:30pm

Salary: Position follows the [Classified Salary Schedule 2025-2026](#) at B234. Starting salary begins at \$23.90-\$26.90/hour, based on experience.

Date of last review: October 2025

SUMMARY: Under the direction of the Director of Accounting, the Accounting Specialist supports all financial functions of the Accounting Department.

To Apply: Please complete the application and include up-to-date, relevant submissions of your resume, a letter of interest, and three professional references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Provides back-up support for invoice receiving and payment processing.
- Provides support for Accounts Payable.
- Provides back-up support for cash receipt processing.
- Develops positive, effective working relationships with learners and staff.

Communication:

- Responds to vendor inquiries regarding payments and invoice questions.
- Aides school administrative assistants regarding budget inquiries.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Prepares invoices for Accounts Receivable.
- Invoices the monthly rent charge for all businesses leasing space in the Lodoen Center.
- Prepare the monthly financial reports by using the Tyler Technologies IV accounting system.
- Monitors Student Activities and Agency funds for proper use of funds and balances.
- Monitors and prepares indemnity bonds for vendors who have stale dated checks.
- Reconciles general ledger balance sheet accounts including all payroll liability accounts.
- Prepares invoices for the weekly health, dental & vision insurance claims.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Reviews batched invoices for payment including the district credit card.
- Prepares the School Board report for paid invoices.
- Maintains the district insurance binders for outside vendors providing services.
- Maintains General Ledger Fund 60: Student Activities.
- Reviews transportation budgets and invoiced bus trips for the district, process journal entries as needed.
- Processes, reviews, and maintains supporting documentation of all the district's manual journal entries as requested.
- Tracks utility changes, monitors monthly utilization, assists both Director of Buildings & Grounds and District Accountant with budget development and monitoring.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- Associate's Degree in Accounting or closely related field OR minimum of 2 years of accounting-related professional work experience.
- Bachelor's Degree in Accounting is preferred.
- Demonstrated knowledge and experience using Microsoft Office suite of products, specifically Excel.
- Demonstrated knowledge and experience utilizing account systems, fixed asset systems, and database applications.
- Experience with fund accounting and Tyler Technologies accounting system is preferred.
- Experience working in a educational/school setting is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- None.