POSITION DESCRIPTION

TITLE: Assistant Director of Accounting and Purchasing
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Director of Accounting and Purchasing
DEPARTMENT: Accounting/Purchasing

SUMMARY STATEMENT:
Under the general supervision of the Director of Accounting and Purchasing, the Assistant Director of Accounting and Purchasing assists in directing, coordinating and developing the accounting and purchasing functions of the district.

ESSENTIAL FUNCTIONS:
1. Assist in establishing and monitoring district financial policies. Ensure that financial accounting meets all standards established by State and Federal regulations and function in an effective and efficient manner.
2. Assist in developing, enhancing, implementing and reviewing accounting, purchasing and financial reporting policies and procedures to ensure choices reflect best practices and support the district’s long term strategic goals and operational needs.
3. Keep current in District Accounting/Purchasing software applications and processes. Assist with the migration to new software systems.
4. Coordinates with Information Technology Department to ensure that accounting/purchasing and reporting systems are efficient and effectively utilized.
5. Assist with external audits of the district business function, recommends and implements necessary corrective action.
6. Establishes appropriate internal control procedures that assure timely, accurate and complete accounting and that safeguard district assets. Investigates areas of concern and coordinates with the department and school leaders to resolve control issues. Reports instances of non-compliance to the Director of Accounting.
7. Assists in oversight of supervising accounting and purchasing staff, including evaluations, training and support, functions and reports.
8. Coordinates and provides staff training for all departments and schools in the use of district financial systems, procedures and reports.
9. Oversees approval of accounts payable vouchers, purchase order requisitions, travel and expense claims.
10. Assists in development, analysis and reporting on key financial information to leadership, departments, schools, staff and the public.
11. Act as a resource person for district staff in the proper use of funds and account codes.
12. Oversight of reconciliation and preparation of monthly financial statements and timely reporting. Assist in the fiscal year-end closing, including expenditure and revenue accruals, journal entries, and preparation of annual financial statements.
13. Collaborates with Manager of Budget and Fiscal Services on matters relating to financial forecast, grant management, and implementation of budget.
14. Assists in supervising all district purchasing through bids and quotations.
15. Ensures that district procurement processes are in compliance with district policies and procedures as well as state and federal laws.
17. Develops and supervises policies and procedures for disposal of surplus materials and equipment as authorized.
18. Assists in directing all purchasing functions including cost control, marketing, compliance, and the procurement card system.
19. Assists in developing and ensuring compliance with procedures for purchasing, communicates procedures to district staff.
20. Assists in managing procurement card program for district; monitors usage; works with schools and bank to resolve errors and discrepancies; maintains all related files; prepares and presents reports.
21. Assist with analysis of all requisitions for state and federal mandated bid limits and quotes.
22. Assist with inquiries regarding contracting and purchasing activities; coordinates with departments, schools and vendors to resolve problems.
23. Oversight of auditing accounting records.
24. Oversight of state and federal reporting, including use tax, 1099s and unclaimed property.
OTHER RESPONSIBILITIES:
1. Serves as backup to Director of Accounting and Purchasing during absences or when unavailable.
2. Maintains and updates knowledge and skills necessary for success in the position by participating in professional development activities as needed or as assigned.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Sitting (66-100%)  Speaking (66-100%)
Acceptable Attendance  Hearing (66-100%)  Standing (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Detailed Work (66-100%)  Reading (66-100%)
Confidentiality (66-100%)  Written Communication (33-66%)  Constant Interruptions (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer/Laptop, telephone, 10-key calculator, printers, FAX machine and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Minimum of 5 years of experience in public school business management and/or accounting.
2. Bachelor Degree with an emphasis in accounting, business management or related field.
3. CPA License preferred.
4. Demonstrated ability to establish priorities and excel in a dynamic, high stress and time sensitive environment with frequent interruptions.
5. Demonstrated ability to communicate effectively in person, by telephone, email, and in writing.
6. Successful experience in selection, supervision and evaluation of staff.
7. Demonstrated proficiency with computer applications including windows environment and related Microsoft applications.
8. Demonstrated ability to communicate effectively and professionally and possess positive attitude.
9. Must possess excellent computational math skills.
10. Must possess excellent knowledge of accounting and auditing principals.
11. Ability to construct effective oral and written communications.
12. Ability to perform accurate data analysis.
13. Ability to analyze data and problems to recommend effective solutions.
14. Ability to multi-task, oversee multiple activities and projects simultaneously.
15. Ability to establish and maintain effective working relationships with District staff, Labor partners, and administrators.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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</tbody>
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260 Days Per Year (Includes Holidays)
8 Hrs. Per Day

Revised Date: 10/08/2019
Classification: Management/Confidential
Display on Web? Yes

Assistant Director of Accounting and Purchasing