



**INVITES APPLICATIONS FOR:
Accounting Specialist**

The position is responsible for the oversight of the financial aspects of assigned grants, contracts, payroll(s) and accounting activities of Lane ESD programs or school district(s) contracting for business services. This position also provides backup for business department functions as assigned.

CORE VALUES

Equity ...
we support a respectful work environment and access to educational services to all students

Commitment ...
to district and student success

Leadership...
that is informed, responsive, visionary and planful

Collaboration...
actively engaged with our partners to achieve success

Integrity...
approach our work with ethical actions, making and keeping commitments, courage and humility

Closing Date	Start Date	Salary
July 20, 2018 or until filled	Upon Selection	\$17.64 per hour

1.0 Full-Time Equivalency (FTE)

About Lane ESD

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon’s educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at www.lesd.k12.or.us

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

About Lane ESD’s Business Services

Lane ESD’s Business Services is responsible for the business affairs of Lane ESD which includes: preparation of the ESD budget; operation of an internal business data processing system; investment of district funds; maintenance of the district’s fixed asset system; monitors local, state and federal contracts and grants. Lane ESD also provides account analysis and general accounting assistance to Lane County districts as contracted.

Position Available – Accounting Specialist

We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.

Key Responsibilities

The key responsibilities of this position include:

- a. Review and monitor the financial aspects of assigned grants and contracts including:
 1. Review budgets for proposed grants and contracts.
 2. Monitor expenditure activity for grants and contracts.
 3. Prepare and submit grant reimbursement claims.
 4. Maintain grant and contract records for auditor review and Single Audit testing.
 5. Coordinate the development of the grants section of the annual budget.
 6. Monitor federal time cards and payroll records to ensure compliance with federal regulations.
- b. Coordination of payroll processes for assigned school district(s).
 1. Prepare monthly payroll and reconciliations
 2. Prepare PERS and state and federal tax reports and process payments
 3. Process and prepare special deductions to individual payroll accounts; receive, calculate, post, and arrange payment or deductions.
- c. Coordinate accounting processes for Lane ESD and assigned school district(s).
 1. Maintain current information on software system.
 2. Perform revenue and receivable functions in assigned districts.
 3. Perform accounts payable functions in assigned districts.
 4. Maintain accounting records.
 5. Prepare financial and statistical reports.
 6. Perform monthly balancing and reconciliation procedures.
 7. Prepare information and documents necessary to comply with audit requirements.
 8. Assist with budget development.
- d. Provide backup for business functions as assigned.

Qualifications

Primary qualifications for this position include:

1. A high school diploma and two years of post-high school education with emphasis on accounting is required.
2. Two years experience in an accounting position with complete responsibility for payroll and associated functions is required, preferably in a public school district
3. Experience with state and federal grants is preferred.
4. Thorough knowledge of applicable accounting/business and spreadsheet software; demonstrated skill with data processing functions including data entry input and preparation of reports; demonstrated skill with the application of accounting processes.

To Apply		
Submit	Click	
https://lesd.tedk12.com/hire/index.aspx	(541) 461-8244 hr@lesd.k12.or.us	1200 Highway 99 North Eugene, OR 94702
<ul style="list-style-type: none"> Applicants must complete an online application available at https://lesd.tedk12.com/hire/index.aspx in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access. 		
Application Instructions and Requirements		
<ul style="list-style-type: none"> Applicants must complete an official Lane ESD application (see link above) to be considered for this position. Applications must include a cover letter, resume and two letters of reference. Only complete applications will be considered for the position. Interviews will be held the week of July 2, 2018. 		
Terms of Employment		
<ul style="list-style-type: none"> One (1) Position at 1.0 FTE; 260 days per year; 10 paid holidays. 		
Selection Process		
<p>Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.</p>		

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity