

Auburn-Washburn USD #437 Job Description

Title: Lead Accounting Specialist

Qualifications:

- **Required:**
 - High school graduate or equivalent.
 - Demonstrated experience in accounting, bookkeeping, or financial operations.
 - Strong attention to detail and ability to manage complex financial information.
- **Preferred:**
 - Associate's or Bachelor's degree in Accounting, Finance, or a related field.
 - Experience in public sector or governmental fund accounting.
 - Familiarity with school finance and education-related accounting practices.
 - Experience working with audits and external financial reporting.
- **Knowledge, Skills, and Abilities:**
 - Working knowledge of generally accepted accounting principles and financial reporting.
 - Ability to exercise sound judgment and work independently within established frameworks.
 - Strong organizational, analytical, and problem-solving skills.
 - Ability to train and support others in financial procedures.
 - Effective written and verbal communication skills.
 - Proficiency with accounting software and spreadsheet tools.

Reports To: Executive Director of Business Services

Summary: The Lead Accounting Specialist serves as the primary accounting professional for the district, responsible for maintaining the general ledger, supporting budget development and monitoring, assisting with grant accounting, and coordinating monthly and annual financial close processes. This position exercises independent judgment in reconciling accounts, resolving discrepancies, and improving accounting procedures, with work reviewed by the Executive Director of Business Services.

In addition to core accounting responsibilities, this role provides guidance and training to building-level secretaries and serves as a key resource for internal and external financial stakeholders.

Essential Duties and Responsibilities:

- Maintain and manage the district's general ledger, ensuring accuracy and compliance with applicable accounting standards.
- Coordinate and support monthly and annual financial close, including reconciliations and required documentation.
- Assist with budget tracking and monitoring, including analysis and reporting for departments and programs.
- Support grant accounting, including tracking expenditures, ensuring allowability, and assisting with required reporting.

- Reconcile accounts, research discrepancies, and independently resolve issues within established guidelines.
- Collaborate with the Executive Director of Business Services to improve accounting systems, processes, and internal controls.
- Serve as the district's primary accounting contact for auditors, including preparation of schedules, documentation, and audit responses.
- Work directly with KSDE and other state agencies to support required financial reporting.
- Communicate with vendors, financial institutions, and grant agencies as needed.
- Provide training, onboarding, and ongoing support to building-level secretaries related to financial procedures and expectations.
- Serve as a backup to the Director of Business Services as needed to ensure continuity of operations.
- Maintain confidentiality and comply with all district, state, and federal requirements.
- Perform other duties as assigned.
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- Stooping: Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.
- Visual Acuity--Clerical: Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal extensive reading, and operation of machines at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions.

Term of Employment: Twelve (12) months

Salary: Salary information is available from the Executive Director of Human Resources.

Evaluation: Performance of this job will be evaluated annually by the Executive Director of Business Services.

Board Approved: March 2, 2026