



**We are pleased to announce that we are seeking qualified applicants for the position of  
SENIOR ACCOUNTANT**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1**      **Senior Accountant**  
**40 hours/week, Mon-Fri, 250 days/year (pro-rated for remainder of 2020-21)**

**LOCATION:**            **High Desert Regional Education Center, Redmond**

**START DATE:**        **As soon as possible**

**SALARY RANGE:**     **\$65,000 - \$75,000 per year**  
**Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution.**

**QUALIFICATIONS:**    **DEFINITION**  
 The Senior Accountant will apply generally accepted accounting principles and practices in maintaining fiscal controls and records; is responsible for monthly general ledger reconciliations; analyzing accounting data, procedures and controls; and audit support and preparation for the HDESD and regional districts under our support.

**QUALIFICATIONS**

- Bachelor’s degree in accounting, finance or related field
- Three (3) years of successful experience in financial analysis and fund accounting
- Current knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards
- Demonstrated analytical skills using google sheets, excel spreadsheets and/or database programs.
- Without significant risk of injury must be able to stand and stoop, kneel, crouch, or crawl and at times lift and move up to 50 pounds.
- Must have access to reliable transportation, and consistent attendance is required.
- Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

*Any other combination of education and experience which demonstrates the applicant is likely to possess the skills knowledge and abilities will be considered.*

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:**      Closes 5:00pm, Friday, August 14, 2020

**CONTACT:**                **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Rochelle Friend, 541.693.5623, [rochelle.friend@hdesd.org](mailto:rochelle.friend@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org) )
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED:            7/30/2020

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DIRECTOR OF HUMAN RESOURCES

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## **Preferred Qualifications**

- Certified Public Accountant and/or Auditing Expertise
- Experience using the following applications
  - Infinite Visions Accounting System (IVEE/iVisions/EIW/ESS)
  - InTouch Receipting System
  - Google Apps (GSuite)
  - Microsoft Office Suite
  - Oregon State Reporting (ODE/PERS/Quarterly Tax Reporting)

**Classification** Confidential

**Reports to** Chief Financial Officer

## **Performance Responsibilities**

1. Utilize generally accepted accounting principles to ensure compliance with GASB reporting requirements
2. Maintain ledgers of accounts; prepares monthly trial balances, and reconciles them to the General Ledger or control accounts
3. Summarize and prepare financial records and statements for internal, and external reporting, including Board reports for business service districts
4. Evaluate internal control systems and works cooperatively to provide recommendations for improvement to create greater compliance, transparency, and efficiency
5. Analyze financial accounts and records; identify and document any data error, unaccountable transactions, faulty or inefficient processes and report findings to CFO
6. Leads annual audit preparation, including supporting analyses and schedules. Assists auditors by researching issues, creating reports, and responding to audit findings.
7. Prepares annual projections and reports for the Oregon Department of Education.
8. Ensures accurate accounting records are maintained for fixed assets and reconciled to the general ledger
9. Process incoming payments and monitor outstanding A/R.
10. Provide training as needed to districts, department, administrative and business services staff.
11. Collaboratively fosters relationships district-wide to develop, drive, and sustain standardized finance processes, procedures, budgeting, staffing and reporting requirements.

**Terms of Employment:** Salary, benefits and vacation are established by policy and renewable annually by the Board of Directors.