



# Quileute Tribal School

40 Ocean Drive  
La Push, Washington 98580  
360-374-5609 Fax 360-374-5609



---

## JOB DESCRIPTION

JOB TITLE: Lead Accountant  
EXEMPT: No  
SALARY LEVEL: Based on Experience  
SHIFT: 8 hours per day – 260 days per year (8:00 am – 4:00 pm)  
LOCATION: Quileute Tribal School  
EMPLOYEE: Classified Employee  
REPORTS TO: Finance Director/Business Manager  
CLOSING DATE: June 7, 2019

APPROVED BY: Mark Jacobson, Superintendent DATE: May 22, 2019

**SUMMARY:** Under the general supervision of Finance Director/Business Manager, the Lead Accountant is responsible for

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The performance elements identified below are for illustrative purposes only and do not reflect an all-inclusive scope of responsibilities.

- Must be competent using a variety of accounting software programs including Abila MIP, Skyward, and others as needed or necessary.
- Must have a working understanding of fund accounting (i.e., Accounts payable, accounts receivable, Department of Retirement (DRS), and payroll and tax reporting (i.e., L & I, state and federal taxes).
- Attention to detail is essential. Must ensure that data is accurate and reported timely.
- Must be patient and able to work through issues as directions/requests from outside agencies are sometimes unclear or inaccurate and/or the software and on-line sites used for reporting purposes don't work properly.
- Must be able to effectively collaborate and build positive relationships with school staff and personnel from other schools, state, and federal agencies.
- Maintain and safeguard a variety of manual and electronic data, files and records and provides reports to others as needed and/or necessary.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform the essential functions for this position.
- Prepare a wide variety of materials (e.g., reports for the Board, Superintendent and QTS archive) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials as needed and/or requested.
- Organizes, categorizes, uses, submits reports, and properly stores electronic and other data as required for BIE, BIA, DOI, OSPI, Tribal Council, School Board, state, audits, and other agencies, including filing of related paper documents.
- Maintain and update professional skills by keeping abreast of current developments, rules and regulations, software updates, and trends in area(s) of responsibility.

- Must attend training in a variety of software programs both in and outside of the state.
- Must meet deadlines and timelines in completing and submitting reports.
- Knowledge of Quileute Tribal School's Employee Handbook, Quileute Tribal School Accounting, and federal, state, tribal, and school board policies and procedures.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Keep the Superintendent or designee informed of activities, problems, and budgetary needs on a regular and ongoing basis in areas of responsibility.
- Maintains a current backup of all computer data in coordination with School IT Support and paper documents, as necessary.
- Attends staff meetings and training as scheduled and/or directed.
- Due to small school staff, it is occasionally necessary to substitute for others (receptionist, bookkeeper, etc.). The successful candidate must be willing to be cross trained and to cross train others so business office procedures can continue uninterrupted during employee absences.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

The employee must satisfactorily pass a pre-employment background check and drug screening, random drug testing throughout employment, and periodic background check updates.

BA or BS in Accounting from an accredited college or university preferred. A High school diploma or G.E.D. may qualify the applicant if he/she has five years or more experience with Abila MIP or Skyward.

Valid Washington State driver's license

Current first aid/CPR certification (may earn during first year of employment).

Typing skills (45 WPM), and skilled in Microsoft applications (e.g., Word, Excel, Outlook and PowerPoint), and experience with or willing to be trained in MAXIMO, CEDARS, NASIS, iGrants, EDS, EMS - SharePoint, and others as needed or necessary.

Working knowledge and experience with Abila MIP accounting software and experience with or willing to be trained in Skyward accounting software.

Experience preparing for and successfully passing state and federal audits.

**EDUCATION AND EXPERIENCE QUALIFICATION PREFERRED:**

Strong verbal and written communication skills

Ability to establish and maintain positive working relationships with staff, volunteers, students, parents, and staff from QTS, ESD, state, and federal agencies.

**MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED:** Computer and office equipment; copy machine, fax, and phone systems.

**VEHICLES OR MOVING EQUIPMENT USED:** Passenger vehicles under 20,000 GVW and hand carts.

**TRAINING REQUIRED:** Training in all software and online programs necessary and needed to arrange and administer all required student testing; all software and online programs used for student records, Maintenance and Operations such as MAXIMO, EMS - SharePoint, NWEA, CEDARS, and others. Training is also required in school policies and procedures, HIV/Aids, Title IX, Families Right to Privacy, Safety, Hepatitis A and B, self-insured program, telephone system, earthquake/emergency evacuation procedures, and building security system(s).

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret written materials in English.

**REASONING ABILITY:** Ability to reason and solve practical to complex problems and deal with a variety of concrete variables in situations where only limited standardization exists and in situations where directions from agency personnel is incorrect, unclear, or doesn't exist. Ability to interpret and apply a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands 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 duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls and type; reach with hands and arms; and talk or hear. The employee is frequently required to sit for long periods of time; walk to monitor student testing; and, occasionally climb or balance, stoop, kneel, and crouch.

The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Much of the day will be spent viewing a computer screen and entering data.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will most frequently be in a building with carpeting and thermostat controlled rooms. The employee may occasionally work in outside weather conditions (e.g., walking between School buildings or carrying supplies or records to/from storage or testing areas).

The noise level in the work environment is usually moderate to low.

**HAZARDS/OBSTACLES:** Employees are sometimes exposed to hazards such as chemicals and dust particles, uneven sidewalks or walkways, and unforeseen hazards such as electrical shock, weather related conditions (ice, heavy wind and rain, flooding, heat, cold).

**UNPROTECTED HEIGHTS:** No unprotected heights are affiliated with this position.

<b>AMOUNT OF DAY SPENT:</b>	<b>(Hours at one time)</b>	<b>(Hours during full day)</b>
Sitting	60-180 minutes	5 ½ -- 6 ½ hours
Standing	15-30 minutes	1-2 hours
Walking	10-20 minutes	½ hour

**WORK/REST CYCLE:** One 15-minute break every 4 hours; 30-minute unpaid lunch.

**NOTE:** 15-minute break may not be used to extend lunch or at the beginning/end of the scheduled work day.

**EMPLOYEE WORKS:** 7.5 hours per day (8:00 am to 4:00 pm) with a 30 minute unpaid lunch.

**NOTE:** Hours may be adjusted to meet the needs of the School.

### **PERFORMANCE EVALUATION**

Performance of this position will be evaluated annually in accordance with provisions from the Board's policy on the Employee Performance Evaluation System.

**PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:**

**REQUIRED ACTIVITIES**

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Occasionally	Upper Body	0-20	Adding paper to printer or fax; locating and filing materials; accessing supplies and materials; filing paper documents, and managing student test materials.
Stoop/Bend	Frequently	Arms, Legs, Lower and Upper Body, Hands	0-10	Same as above
Squat	Occasionally	Legs, Lower Body	0-10	Same as above
Kneel	Occasionally	Legs, Lower Body	0-10	Same as above
Push/Pull	Occasionally	Arms, Legs	0-10	Same as above
Climb	Occasionally	Legs	0-100	Stairs/steps
See	Constantly	Eyes	N/A	Reading instructions; entering and analyzing test scores; reading, writing, editing, and entering M & O and student data into online programs and software and student data; reading documents and notes, etc.
Hear	Constantly	Ears	N/A	Monitoring and using office equipment/phones; listening to questions, comments, conversations and directions from supervisor, School staff/students, and others
Speak	Constantly	Voice	N/A	Responding to and asking questions, comments, conversations and directions from supervisor, School staff/students, trainers, and others

### REQUIRED LIFTS

	Frequency	Body Part	Range/Height	Activity
0-10 lbs.	Constantly	Legs, Arms Hands	0"-30" to 5'	Operating office equipment and filing records; moving office records and supplies; removing, refilling and/or replacing equipment cartridges and supplies; handle and use maintenance supplies and equipment
10-35 lbs.	Occasionally	Legs, Arms, Upper and Lower Body	1"-30" to 25'	Same as above
35+ lbs.	Occasionally	Legs, Arms Upper and Lower Body	1"-30" to 25'	Same as above

### REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 150'	Same as above
10-35 lbs.	Occasionally	Arms, legs	1" to 150'	Same as above
35+ lbs.	Occasionally	Arms, legs	1" to 150'	Same as above

### REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Moving records and equipment, etc.
Reach at Shoulder	Frequently	Arms	0-10/3'	Same as above
Reach Below Shoulder	Constantly	Arms	0-40/3'	Same as above
Manual/Finger Dexterity	Constantly	Arms, Wrists, Fingers	0-10/3'	Typing; refilling and maintaining office equipment; filing and sorting Records

## SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

### Key to Environmental Factors Rating

NP = Not present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 33% of the time

F = Frequently- From 33% to 67%

C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 99%	C	Working in an office or classroom environment
2. Outside 1%	S	Walking from one building to another
3. Extreme Cold	S	Walking from one building to another
4. Extreme Heat	S	Walking from one building to another
5. Wet/Humid	O	Rain 120 to 160 inches per year
6. Noise (in Decibels)	50 – 60	This is the general approximate range for an office environment for the essential functions of this position; If around power tools, ringing phones, cleaning equipment or vehicles, the level may occasionally rise to 80
7. Hazards		
a. Mechanical	S	
b. Explosives	S	Batteries
c. Electrical	S	Office equipment
d. Radiant Energy	O	
e. Burns	S	Electrical
f. Other hazard(s)	S	Wet surfaces (slipping)
8. Atmospheric Conditions		
a. Fumes	S	Cleaning solvents
b. Mists	NP	
c. Odors	S	
d. Gases	S	Copy machines, printers

Environmental Conditions:	Key	Comments:
e. Dusts	S	Printing paper, inside computers, printers
f. Poor ventilation	S	File server/phone room, storage rooms and in buildings without much ventilation
g. Other atmospheric hazards	NP	
9. Protective clothing/Devices	S	Used when performing first aid

**Comments:** The Data Entry Support employee must remain organized, firm and pleasant while interacting with students, staff and ESD, BIE, BIA, and DOI officials and vendors.

**Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), the** Quileute Tribal School shall not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, disability, veteran or military status, sexual orientation, gender expression or identity, disability, political beliefs (where applicable), marital status, familial or parental status, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640, Mark Jacobson (360-374-5609); Section 504, Anita Baisley (360-374-5602); and Compliance Coordinator for State Law, Mark Jacobson (360-374-5609) at PO Box 39, 40 Ocean Drive, La Push, Washington 98350. The Quileute Tribal School is exempt under federal or state law pertaining to employment practices under which a preferential treatment is given to any individual because he or she is an Indian living on or near a reservation.