



November 10, 2025

**BUSINESS OFFICE
ACCOUNTING SUPPORT I**

TITLE: Business Office Accounting Support I

CLASSIFICATION: Ancillary, 12 months

EFFECTIVE: November 2025

REPORTS TO: Director of Finance

Job Qualifications:

1. Associates in Accounting preferred.
2. Minimum of three years bookkeeping/accounting experience preferred.
3. Understanding and knowledge of budgeting and account analysis.
4. Ability to understand and demonstrate competency with a comprehensive computer system as well as effectively utilize a computer with applications such as Microsoft Word and Excel and Google platform.
5. Effective communication skills.
6. Effective personal organization.
7. Exceptional analytical skills.
8. Ability to work long periods of time on preparation of detailed, analytical information.
9. Demonstrated ability to meet deadlines, as well as to organize fiscal related data as requested by administrative personnel
10. Ability to work in a team environment.
10. Ability to handle confidential information and knowledge of the privacy act.
11. Positive attitude and interpersonal skills to deal effectively with the public, staff, peers, area school personnel and other agencies
12. Willing to adapt to new procedures and computer capabilities as they occur

Responsibilities:

1. Review accounts payable and process vendor payments.
2. Process 1099's for year end reporting.
3. Be prepared to retrieve and compile other financial information from the general

ledger as requested.

4. Monitor expense forms submitted by staff. Check information for accuracy.
5. Reconcile insurance invoice to enrolled benefits on a monthly basis.
6. Manage the district purchasing card program
7. Assist and inform staff on business office procedures.
8. Perform other duties as assigned.

Apply online at NorthwestEd.org under Employment Opportunities. Applicants can attach cover letter, resume and transcript(s). Posting deadline: until filled.

C: Bulletin Boards at:

Administration Building
Career Tech
Admin East

MESPA Rep.
Life Skills Center
New Horizons

Bridgeway
Creekside

Non-Discrimination Statement

Northwest Education Services and its Board of Education does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes") in its programs and activities, including employment opportunities.