

PORTLAND PUBLIC SCHOOLS

Human Resources

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough

Prepare and present complex data in written and oral reports.
Analyze data utilizing a variety of complex processes.
Set and adapt to changing work priorities, while meeting deadlines and timelines.
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.
Model ethical behavior and communicate high expectations of ethical behavior to others.
Maintain confidentiality of highly sensitive information.
Act judiciously under pressure.
Communicate effectively both orally and in writing.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Accountant/Analyst requires a Bachelor's degree in Accounting, Finance, Business Administration, Economics, Statistics, Public Administration, or related field and three (3) years of accounting experience in a full-service public agency. Certified Public Accountant (CPA), Certified Management Accountant (CMA), or similar certification and experience working in a richly diverse school community and environment are highly desirable.

The Senior Accountant/Analyst requires a Bachelor's degree in Accounting, Finance, Business Administration, Economics, Statistics, Public Administration, or related field and five (5) years of experience monitoring, analyzing and auditing multiple departments, highly complex accounts in a full-service public agency or two (2) years of experience as an Accountant/Analyst with Portland Public Schools. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA) or similar certification and experience working in a richly diverse school community and environment are highly desirable.

A Master's degree in one of the above-identified fields may substitute for two years of the required experience for both the Senior and Accountant/Analyst levels.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

WORKING CONDITIONS

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P