PURPOSE STATEMENT:

Under the direction of the Principal, perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable an assigned elementary school site; maintain related financial and statistical records and files; perform various clerical duties in support of assigned functions.

DISTINGUISHING CHARACTERISTICS:

The School Accounting Assistant I classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical accounting duties in support of assigned accounts and functions at an elementary school. The School Accounting Assistant II classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex clerical accounting duties at an assigned middle school. The School Accounting Assistant III classification is the advanced-level position in the series. Incumbents work independently and perform specialized technical accounting duties in the review, evaluation and adjustment of assigned school site accounts and programs including ASB and Athletics at an assigned High School site.

ESSENTIAL FUNCTIONS:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; process and verify various financial forms and documents; assist with balancing assigned accounts as directed.

Assemble, match, sort, tabulate, track and post a variety of financial and statistical data such as income and expenditures; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.

Maintain a variety of information, files and records such as supply orders, inventory, travel requests, accounting support and other records related to income, expenditures and assigned accounts; initiate queries and generate spreadsheets, reports and other documents as assigned; establish and maintain filing systems.

Process accounts receivable as assigned; receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required.

Receive, review, process, sort and file forms, purchase orders and invoices as assigned; prepare invoices for payments; assist with processing of documents, forms, mailings, and other materials.

Distribute materials such as mail, checks, supplies, messages and testing materials.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

Answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate; send and receive emails.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.
OTHER FUNCTIONS:
Perform related duties as assigned.
Assist in the health office in the absence of health personnel and provide first aid as directed.
Administer medication to students in accordance with Physician’s instructions and District policy.
Attend meetings and in-service trainings as assigned; assist with training parent volunteers and student workers.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Basic methods, procedures and terminology used in clerical accounting work.
Basic financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Operation of standard office equipment including a computer and assigned software.
Oral and written communication skills.
Basic first aid principles and techniques.
Interpersonal skills using tact, patience and courtesy.
Mathematical computations.

ABILITY TO:
Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing.
Maintain accurate financial and statistical records.
Assemble, organize and prepare data for records.
Verify, balance and adjust accounts.
Process and record accounting transactions accurately.
Type and input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year clerical accounting experience involving financial record-keeping.

LICENSES AND OTHER REQUIREMENTS:
Some positions in this classification may require possession of a valid First Aid and CPR Certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Occasional lifting, carrying, pushing, and or pulling.
Generally the job requires 70% sitting, 5% walking, and 25% standing.

FLSA Status: Non-Exempt
Approval Date: 03/25/10
Personnel Commission First Reading: 6/18/18
Personnel Commission Approval: 8/16/18
Salary Range: Classified 31 (Reviewed 10/10/17)

School Accounting Assistant I