

JOB DESCRIPTION

Title:	Accounting Assistant III	Reports To:	Director of Fiscal Services
Department:	Fiscal Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	8 hours per day	No. of Work Days:	261
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> CSEA 27 Range 34 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES:

Under the direction of the Director of Fiscal Services, perform responsible accounting clerical work in support of accounts and budgets.

DUTIES OF THE JOB:

- Process a variety of financial information including accounts payable, time sheets and accounts receivable regarding accounts for assigned programs.
- Enter data to the computer; input purchase orders; verify accuracy of data and reconcile accounts as necessary.
- Maintain budgets for assigned instructional or categorical accounts or funds.
- Process various purchase requisitions and payments to vendors.
- Process travel and conference reimbursements within District policies; process mileage claims and other reimbursements for District management and staff.
- Research data, maintain records and prepare various financial reports for management and the Board as requested for assigned programs.
- Respond to inquiries from District staff regarding reimbursement, requests for information, clarification of District policy and other matters.
- Verify purchase requisitions for budgeted appropriation to purchase.
- Process retiree benefit payments.

**E – Essential Function*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of accounting clerical experience.

KNOWLEDGE AND SKILLS:

- Basic accounting practices and procedures.
- Methods and practices of financial record-keeping.
- Current office practices and procedures.
- Bookkeeping methods and terminology.
- California Education Code and District directives and policies.
- Ability to interact positively with peers, public and students.
- Operate a computer in Windows/Mac environment.
- Perform accounting clerical work without immediate supervision.
- Make mathematical computations with speed and accuracy.
- Prepare accurate financial reports.
- Operate office machines including computers.
- Type at a rate of 45 WPM with accuracy.
- Understand and follow oral and written instructions.

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	O	Lift/carry 0-10 lbs	I
Twist	O	Lift/carry 11-25 lbs	O
Squat	O	Lift/carry 26-40 lbs	N
Kneel	O	Lift/carry 41-100 lbs	N
Climb	N	Stand	O
Reach above shoulder	O	Walk	O
Grip/Grasp	O	Sit	F
Extend/Flex Neck	O	Drive	O
Use Right Hand	F	Perform Repetitive Hand Motions	F
Use Left Hand	F	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

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**E – Essential Function*