

ADMINISTRATIVE ASSISTANT II - BOOKKEEPING

Classification: Administrative – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position provides the full range of bookkeeping services for a major accounting or operating program of the school district.

Part II: Supervision and Controls over the Work:

Works under the supervision of a district administrator(s) and/or financial/business manager. Work is controlled and/or guided by state statute and state administrative code, common bookkeeping and accounting practices, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Accounts Payable:

- Monitors, processes, and coordinates accounts payable for student funds.
- Reviews and inspects check request orders to ensure accuracy, completeness, proper cost calculations, authorization, and vendor information while monitoring payment provisions to ensure the best economy for the district. Works with vendors and parents/customers to resolve problems and disputes.
- Receives, monitors, reviews and processes invoices and check requests; verifies invoices and matches with supporting documents; generates, issues and distributes payments.
- Reviews and assists in disbursement of student fund scholarships and coordinates with colleges and universities.

- May process extended responsibilities contracts and supplemental service agreements, to include the coordination of funds being sent to the district office.
2. Accounts Receivable:
- Monitors accounts receivables for student funds. Collects, receives, verifies, balances and processes incoming cash, check, and credit monies. Deposits, issues and prepares receipts; counts and records monies into proper student accounts.
 - Monitors and processes daily cash boxes, receipts and invoices for student funds.
 - May provide leadership and participate in annual student registration and assigned athletic events during the school year.
 - Assists and provides qualifying information to students and parents regarding the confidential federal meal program assistance and fee waiver application process.
3. Simultaneously records transactions in student body accounting software for individual student accounts and fees. Cash Control:
- Processes and monitors cash receipts records; verifies and prepares cash deposits; creates and posts journal entries related to receipts and deposits.
 - Maintenance of Student Funds checking, web store, and credit card accounts, including reconciliation of monthly statements.
 - Creates and maintains log of NSF checks and prepares collection and follow-up documents as required.
 - May provide training to students and staff regarding the proper handling of cash.
4. General:
- Understands and interprets the District requirements outlined in the Student Funds Accounting Handbook to perform the duties of the job, to include procedures for the following:
 - a) Cash Handling
 - b) Banking
 - c) Issuing checks
 - d) Report preparation
 - e) Bank reconciliation
 - f) File documentation and archiving

- Responsible for reporting suspicious or fraudulent activity immediately to supervisor.
- Maintains a variety of financial and statistical records, reports and files related to student funds, accounts, revenue and fees, in accordance with records retention policies and procedures.
- Processes and prepares financial spreadsheets and generates a variety of computerized reports and statements; ensures accuracy of input and output data.
- Assists and supports external auditing; participates in reviewing audit reports and identifies and/or initiates corrective actions.
- Prepares or contributes to the preparation of monthly, quarterly, and annual financial reports.
- Assists in the administration of the Student Fund Board; may lead meetings; documents and maintains minutes and records of meetings, and maintains all accounts.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possess an Associate's Degree in accounting or business related field and a minimum of three years of responsible financial accounting experience. An additional year of bookkeeping or financial accounting experience may substitute in lieu of a degree.
- Ability to interact collaboratively and effectively with school staff, administration staff, business and community groups, and general public.

Knowledge and skill in the use of modern office equipment and procedures, techniques, office management skills, and operation of assigned software and Microsoft office applications.

- Skill in the use of accounting and financial management software systems.
- Ability to work without direct supervision and coordinate office activities.
- Ability to organize work responsibilities, prioritize, and meet deadlines.

- Ability to work effectively in a stressful environment with frequent interruptions. Ability to monitor, produce and organize complex information related to business, financial, and accounting operations.
- Knowledge of state accounting guidelines and Generally Accepted Accounting Principles.

Part V: Desired Qualifications:

- Experience with specific financial management applications used by the district.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 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.