



# LOMPOC UNIFIED SCHOOL DISTRICT

## SCHOOL ACCOUNTING ASSISTANT I

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### **JOB SUMMARY:**

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 DUTIES AND RESPONSIBILITIES:**

- 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; assists 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 DUTIES:**

- 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.
- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

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.

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 at an assigned Elementary School site.
- 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

**WORKING CONDITIONS:**

**Work Environment:**

Office environment.

**Physical Demands:** The physical demands 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Occasional lifting, carrying, pushing, and or pulling.

**Hazards:**

- Potential contact with hostile or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status: Non-Exempt**

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Salary Range: 31**