



LOMPOC UNIFIED SCHOOL DISTRICT

SCHOOL ACCOUNTING ASSISTANT II

JOB SUMMARY:

Under the direction of the Principal, perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable an assigned middle school site; support the maintenance of middle school site budget and Associated Student Body funds; provide and purchase supplies for teachers and students, create purchase orders for ASB and Administrative Functions, collect fundraiser money and deposit; 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 complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; review, process and verify various financial forms and documents such as invoices and purchase orders; assist with balancing assigned accounts as directed.
- Provide and purchase supplies for teachers and students, create purchase orders for ASB and Administrative Functions, collect fundraiser money and deposit, write checks from ASB and Administrative Functions accounts.
- Assemble, match, sort, tabulate, track and post a variety of financial and statistical data such as income and expenditures; verify invoices and match with purchase orders, checks and receivers; 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 Associated Student Body funds; 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; research discrepancies of financial information and documentation.

- Monitor school budgets, including time sheets with site funds including General Fund, Title I, Supplemental Concentration, CSI, SPED supplies budgets for SPED teachers, VAPA, ELOG, ASB, and Administrative Functions.
- Monitor and reconcile account balances and related financial activity; assure allocations are accurate, related revenues are generated, expenses are within budget limits and fiscal practices are followed.
- Inform students, site personnel and vendors regarding required documentation and procedures necessary to complete transactions including vendor numbers, account balances and warehouse item numbers.
- 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, vendors, and outside agencies to exchange information and resolve issues or concerns; request quotations from vendors, warehouse and Buyer; collaborate with the Site Administrator on accounts, outstanding accounts and bank deposits.
- 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; maintain inventory of office supplies and material.
- 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.
- Attend School Site Council meetings take the notes; communicate with members and staff; prepare and post minutes; take Parent Surveys and present results to School Site Council.

OTHER DUTIES:

- Attend meetings and in-service trainings as assigned; assist with training student workers.
- Semester Awards and mail letters to parents of students receiving awards.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of clerical accounting experience involving financial record-keeping.

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.
- Basic Associated Student Body (ASB) accounts policies and principles.

- Telephone techniques and etiquette.
- Operation of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- 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 a middle school site.
- Maintain accurate financial and statistical records.
- Assemble, organize, and prepare data for records.
- Verify, balance, and adjust accounts.
- Answer telephones and greet the public courteously.
- Type and input data at an acceptable rate of speed.
- Process and record accounting transactions accurately.
- 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 exposure to hostile and 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

Personnel Commission First Reading: October 20, 2022

Board Approval Date: February 14, 2023

Personnel Commission Approval Date: November 17, 2022

Salary Range: 34