



LOMPEC UNIFIED SCHOOL DISTRICT

SCHOOL ACCOUNTING ASSISTANT III

JOB SUMMARY:

Under the direction of the High School Principal, perform a variety of specialized technical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable an assigned high school site; support the maintenance of school site budget and Associated Student Body funds, athletics, and related fiscal activities; maintain related financial and statistical records and files; convey and update fiscal information and ensure that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

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 specialized technical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; support the maintenance of high school site budget and Associated Student Body funds, athletics, and related fiscal activities; review, process and verify various financial forms and documents such as invoices and purchase orders; maintain and balance assigned accounts as directed.
- 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 related to assigned activities including Associated Student Body funds, student fees, gifts, grants, general funds, supply orders, inventory, travel requests 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.
- Processes a variety of fiscal and site specific information such as student IDs, donations, vouchers, sales tax, purchase orders, requests, fine balances, and petty cash requests; process accounts receivable and accounts payable as assigned; receive, code and verify incoming monies such as student fees, debts, testing fees and funds from student events assure the accuracy and timely completion of transactions; 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.

- Assure athletic event tickets are available and assist District athletic staff with event ticketing processes and procedures.
- 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.
- 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; 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 materials.
- Answer telephone calls; send and receive emails; 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.
- Attend meetings and in-service trainings as assigned; assist with training student workers.
- Assists in health room activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

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

Licenses and other Requirements

- Valid California Class C driver's license.

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 a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

Ability to:

School Accounting Assistant III

- Perform a variety of complex technical accounting duties in support of assigned accounts and functions such as ASB, athletics, 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.

WORKING CONDITIONS:

Work Environment:

- Driving a vehicle to conduct work.

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 for extended periods of time.

Occasional lifting, carrying, pushing, and/or pulling.

Generally, the job requires 50% sitting, 20% walking, and 30% standing.

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: November 17, 2022

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Salary Range: 36