

ACCOUNTING ASSISTANT III

**Purpose:**

Prepares, maintains and posts complex financial data to the general ledger, subsidiary ledgers or other fiscal records according to generally accepted account procedures. Prepares financial statements and reports

Reports to: Director of Fiscal Services

Nature & Scope:

Performs work of a complex nature in accordance with established procedures and guidelines under continuing supervision.

Distinguishing Characteristics:

Positions assigned to the Accounting Assistant III classification are advanced level accounting positions distinguished from the Accounting Assistant II classification by the requirement to analyze and prepare financial reports and to perform full charge bookkeeping and accounting assignments.

Essential Job Functions:

1. Assumes responsibility for a complex accounting function preparing, maintaining or verifying all related financial activity, records, and reports.
2. Prepares financial reports required by state law. Compiles data from all accounting records and verifies accuracy in order to record revenue and expenditures for statement.
3. Assists supervisor in preparing special reports or projects requiring extensive research, interpretation or auditing of financial and statistical data. Analyzes financial recordkeeping systems to recommend improvements to meet account objectives. Provides information and feedback on necessary program changes.
4. Maintains full set of accounting records by compiling, recording and maintaining all financial data related to a specific fund or operation. Analyzes and prepares financial statements, financial reports and other necessary information as required.
5. Coordinates the billing receipting and updating of account records. Classifies, records and balances income and expenditures to proper accounts in accordance with District procedures.
6. Provides training and oversight to other accounting staff.

Other Job Functions:

7. Assists in other functional areas in the division as necessary to cover relief.
8. Performs other related duties as assigned.

Knowledge, Skills and Abilities:

1. Knowledge of office practices, procedures and equipment.
2. Considerable knowledge of basic math including the ability to add, subtract, multiply, and divide with accuracy.
3. Considerable knowledge of computerized spreadsheets and computerized system.
4. Ability to communicate effectively with other employees, students and the general public using tact, courtesy and good judgment.
5. Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.
6. Ability to work with accuracy and attention to detail to meet deadlines.
7. Ability to understand and execute oral and written instructions, policies and procedures.
8. Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.
9. Ability to physically perform assigned duties.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Education and Experience:

High school diploma, or G.E.D., and four years clerical accounting experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Working Conditions:

Work is performed in a standard office setting. Requires regular focus on a computer screen. May be required to sit, keyboard, write, hear and speak for extended periods. Work activities may include bending, stooping, and kneeling. May be required to lift up to 20 pounds. Account Assistants assigned as a Rover will work in an office setting within a variety of schools and district locations based on need.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved:

Date Revised: June 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.