

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT SCHOOL SITE – TIME & ATTENDANCE

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of responsible clerical and financial duties for an assigned Intermediate School site; participate in sales for Associated Student Body (ASB), athletics and clubs; input timesheet information; process requisitions and orders according to established procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Process and receive submitted payments; verify funds; receipt and deposit to appropriate financial accounts; participate in sales for Associated Student Body (ASB), athletics and clubs; provide faculty and staff with technical information regarding school finance functions and procedures.

Reconcile cash receipts and checks; handle cash payments and make accurate change; prepare, verify and submit bank deposits for clubs and various activities; verify invoices, transfer vouchers and other items; prepare and assure accuracy of receipts.

Verify, balance and adjust assigned accounts in support of assigned student body programs; monitor funds for income and expenditures; prepare and reconcile bank statements and other financial statements as directed.

Prepare, maintain and account for personnel attendance records and reports as assigned; maintain and organize folders for substitutes; maintain accurate records of substitute teachers and accounts to be charged; enter timesheet information and verify accuracy of input data.

Process various requisitions; process supply requests; print purchase orders and obtain appropriate authorizations; submit orders for various site departments as assigned; consult with Principal to verify that appropriate budget is being used for requisition; issue refunds or reimbursements as assigned.

Prepare and maintain financial records, reports, statements and ledgers, including bank reconciliation, invoices, checks, requisitions, sales and timesheets as required; maintain compliance with District and State accounting standards; verify requisition paperwork and check for completeness.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data; send travel expense forms to District Office for payment.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, scanner, laminator, register, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting work.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
General accounting and business functions of an educational organization.
Policies and objectives of assigned programs and activities.
Use and processing of requisitions, purchase orders, invoices and related documents.
Preparation, review and control of assigned accounts.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive accounting reports and statements.
Verify, balance and adjust accounts.
Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute vendor and claim reimbursement payments as assigned.
Assemble, organize and prepare data for records and reports.
Reconcile and balance assigned accounts.
Compare numbers and detect errors efficiently.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level

coursework in finance or accounting and two years of clerical, financial or accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

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.

Lifting and carrying light objects.

Bending at the waist, kneeling or crouching to retrieve materials and packages.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017