

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL/ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of the Coordinator of Personnel and the Chief Fiscal Services Officer, assist with workflow for a high volume customer-service oriented office; serve as a resource for the personnel and finance office clerical support staff and fill in to balance workload as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide support to one or more individuals by maintaining personnel files, schedules and setting up appointments.

Process documents requiring knowledge of the special terminology, policies and procedures of the departments.

Search out information in departmental records and files.

Maintain records and files of documents processed for ready access and compiles various reports according to operating procedures.

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

Review and prepare documents for entry of information into electronic data processing systems; follows up as necessary to complete documents; enter and update information into system according to standard formats; extract data from existing databases and convert to other formats.

Maintain confidentiality of private employee information processed or received during the course of performing assigned duties.

Respond to authorized requests for verification of employment of existing employees and receive, sort and distribute incoming mail.

Conduct internal audit of assigned accounts regarding accuracy and appropriateness of input; input expenditures and other data for reports and budgets.

Operate a variety of office equipment including a computer.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and financial practices and procedures including those that pertain to governmental and school accounting.

Operation of a computer and assigned software.

Arithmetic skills to compute sums and statistics.

Correct usage of English language, grammar, spelling and punctuation.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn applicable codes, laws, rules and regulations related to assigned functions.

Establish and maintain cooperative and effective working relationships with others.

Convey technical information to others.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Maintain confidentiality of private and sensitive information.

Perform arithmetic computations.

Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of coursework from an accredited business college. Experience in SACS and financial and statistical record-keeping techniques preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Lifting and carrying moderately heavy objects.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

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