

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: RECEPTIONIST/ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of the Chief Business Official, perform a variety of clerical accounting functions and general clerical duties in support of the business office; answer phones and greet and assist students, parents, staff and visitors; receive payments for deposit, process purchase orders and generate requisitions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable and purchasing; process purchase orders and requisitions as assigned; record transactions in an assigned system.

Perform a variety of general clerical and reception duties in support of the business office; serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; greet and assist students, parents, staff and visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; process requests for student records; input information needed for enrollment reporting as assigned; review data for accuracy and completeness.

Prepare and maintain various records and reports including enrollment reports, student records and conference registrations as assigned; maintain various auditable records related to assigned accounts; establish and maintain filing systems.

Assist with ordering, receiving and maintaining inventory of office supplies.

Receive, sort, and distribute incoming, outgoing and internal mail and correspondence; receive and distribute incoming packages; assist staff in preparing bulk mailings as assigned.

Operate a variety of office equipment including a calculator, copier, postage machine, computer and assigned software.

Will be required to provide oral and written translation and interpretation services between English and a designated second language as assigned by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Basic record-keeping and filing techniques.

Modern office practices, procedures and equipment.

Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary.

Operation of 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 and general clerical duties in support of assigned accounts and functions.

Maintain accurate financial and statistical records.

Answer telephones and greet the public courteously.

Learn department or program objectives, policies, procedures and goals.

Assemble, organize and prepare data for records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Provide oral and written translation and interpretation from English to a designated second language.

Establish and maintain effective working and cooperative relationships with others.

Receive, sort and distribute mail.

Type and input data at an acceptable rate of speed.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Employees in this classification will be required to speak, read and write in English and a designated second language and pass an oral and written proficiency test in a designated second language.

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 and standing for extended periods of time.

Lifting, carrying, pushing and pulling light objects.

Reaching overhead and above shoulders to retrieve supplies and materials.

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

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