TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

2/25/2020
September 2016
FLSA: Non-Exempt
Range: 18

ACCOUNTING ASSISTANT - ACCOUNTS PAYABLE

DEFINITION

Under general supervision, performs technical business services tasks in the areas of accounts payable, accounts receivable, and/or other financial transactions; balances and maintains manual and computerized accounting and financial records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Fiscal Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification performs the full range of technical work in all of the following areas: accounts receivable, accounts payable, in addition to performing a wide variety of record keeping, reconciliation, and account support activities. Incumbents work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. This class is distinguished from the Accounting Technician in that the latter is responsible for a deeper subject matter knowledge and higher-level technical accounting work, exercises a higher level of discretion and independent decision-making, and provides technical and functional direction to lower-level support staff.

ESSENTIAL JOB FUNCTIONS

Provides technical support in the preparation, maintenance, and operation of the accounting function, including accounts payable, accounts receivable, and/or financial reporting.

- Ensures compliance with Federal and State laws, as well as District policies and procedures.
- Balances, adjusts, and maintains manual and computerized account and financial records according to established policies and procedures.
- Reconciles transactions and account statements; records changes and resolves differences; maintains the Prepares bank deposits and related accounts receivable reports.
- Reviews and processes invoices and purchase orders to support request for payments and reconciles discrepancies.
- Assists in gathering financial information and materials for various reports; generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Ensures accuracy of accounting and financial records.
- Prepares, processes, reviews and verifies documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Maintains complete files and records related to assigned function.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Assists departments and staff by providing answers and information regarding specific account information, payroll discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, and financial reporting.

- Principles and practices of reconciling accounts receivable, accounts payable, and other accounting and finance documents.
- Basic principles and practices of benefits administration.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including financial system, payroll, word processing, and spreadsheet software and databases.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of service by effectively dealing with the parents, students, and District staff.

- **Ability to:**
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile accounts and journals according to accepted accounting policies and procedures.
- Learn, interpret, and apply District rules, regulations, policies, and procedures.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Pass strength and agility testing prior to employment

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an Associate's degree from an accredited college or university with major coursework in business, payroll, accounting, or a related field and three (3) years of increasingly responsible clerical or secretarial experience, preferably including processing financial documents and maintaining financial or accounting records.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom and/or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.