TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Accounting Assistant, Accounts Receivable **CLASSIFICATION: Classified**
DEPARTMENT: Business Services

DESCRIPTION OF POSITION

Under the supervision of the Director, Fiscal Services performs duties relating to the accounts receivable function. Responsible for associated student body funds at all sites. Assist with special projects as needed in the Business Service Department.

REPRESENTATIVE DUTIES

- Distribute monthly financial reports to sites and program managers. E
- Receives various payments, federal, state and local revenues; prepares and balances district deposits at least weekly. E
- Posts county and district cash transfers, journal entries into financial data system. E
- Prepare letters and monitor non-sufficient and returned checks to parents. Provide listing to sites regarding individuals. E
- Maintain outstanding accounts receivable listing and monitoring to ensure timely receipts. E
- Oversees associated student body accounts for all school sites to ensure compliance with state guidelines; acts as business office liaison with regard to ASB software for training and troubleshooting; conducts on-site compliance review of all school sites at least annually. E
- Prepares monthly program invoices to various local education agencies and bargaining units for staff services provided in accordance with inter-agency, bargaining or contract agreements. E
- Maintain the district chart of accounts; provide annual revised chart of accounts manual. E
- Conduct a quarterly review of accounts receivable accruals, reversal of entries and follow-up as needed with outside agencies or vendors regarding collection. E
- Ensure timely review, follow-up, notification and reporting for collecting any and all payments due to the district.. E
- Coordinate and prepare Medi-Cal Administrative Activities invoice. Assist with special projects as needed in the business department. E

E = Essential Duties as required by the American with Disabilities Act

EDUCATION AND CREDENTIALS

Minimum Qualifications:

- Any combination of training, experience and/or education equivalent to two years of full-time equivalent paid accounting experience including working with an automated financial system (preferably CECC or Financial 2000) is required. *E*
- College level training in finance, accounting, business administration or closely related field may be substituted for up to one year of experience on the basis of training. *E*

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods, practices, principles, trends and procedures of school district accounting processes; legal mandates, policies, regulations and operational guidelines pertaining to school district accounting practices and procedures and computer based accounting programs.

Skills and Abilities:

- Perform complex financial record keeping.
- Make complex calculations quickly and accurately.
- Prepare and accurately compile detailed financial and statistical reports.
- Interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes.
- Understand and carry out oral and written directions.
- The individual in this position will cross-train in other school business functions.
- Provide assistance to customers in the front office and files/types reports and necessary documentation.

PHYSICAL DEMANDS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Revised October, 1, 2007

See Current Salary Schedule