

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**JOB DESCRIPTION**  
**FINANCE ASSISTANT**

**QUALIFICATIONS:**

1. High School Diploma with courses in bookkeeping or accounting.
2. Minimum of three years responsible bookkeeping or accounting experience, with at least one year in governmental accounting.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures of funds under applicable laws. Ability to use technology to keep complex records accurately. Ability to prepare technical reports.

**REPORTS TO:**

Director, Finance

**JOB GOAL**

To maintain accounting records, oversee expenditure of funds, and prepare periodic financial reports as required. Work detail and specific routines may vary according to department assignment.

**SUPERVISES:**

NIA

**PERFORMANCE RESPONSIBILITIES:**

**NOTE: Finance Assistants will be assigned various functions in the Division; therefore, specific duties may vary according to assignment.**

1. *Operate a calculator, IBM or other appropriate PC, typewriter, printer and telephone and occasionally lift boxes of records / computer printouts.*
2. *Work collaboratively with department directors to expend federal and state grant funds or other available funds.*
3. *Monitor expenditures of funds to ensure compliance with applicable laws.*
4. *Prepare financial reports, audits and verifications as required by state and federal regulations.*
5. *Maintain subsidiary records and reconcile to general ledger account balance.*
6. *Prepare and record appropriate journal entries for balance sheet, revenue and expenditure accounts.*
7. *Correlate invoices, purchase orders and receiving reports for payment.*
8. *Assist with preparation of monthly and annual financial report*
9. *Maintain various funds' budgets and monitor related revenues and expenditures.*
10. *Maintain knowledge of current laws, regulations and principles in area of assignment.*
11. *Assist in preparing the Districts annual budget, and cost report.*
12. *Provide technical assistance to schools and departments.*

**FINANCE ASSISTANT (Continued)**

13. *Balance property records inventory to expenditures.*
14. *Assist with various banking activities.*
15. *Maintain log of receipts and vendor listing.*
16. *Perform such duties as writing checks, entering budgets into the computer system, reviewing/checking invoices before payment, review and correct computer-generated reports as needed.*
17. Participate in cross training activities with other finance assistants to ensure the efficient operation of the District's financial functions.
18. Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities are italicized*

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 6

Pay Lane 6