

# ACCOUNTING ASSITANT I



## **Purpose:**

Performs entry level clerical accounting duties such as maintaining financial related records such as accounts payable or student bookkeeping records. Typical duties include processing payments and compiling and entering data to prepare and maintain reports based on established procedures.

## **Nature & Scope:**

Performs work of a routine and recurring nature in accordance with clearly defined procedures and guidelines under close supervision.

## **Distinguishing Characteristics:**

Positions assigned to the Accounting Assistant I classification are entry-level accounting positions distinguished by emphasis on maintaining financial records and preparing related reports in a specific area.

## **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Sorts, classifies, and codes entries and transactions in accordance with established department procedures, accounting system, and verbal instructions.
3. Maintains account records by posting and verifying data. Identifies and resolves discrepancies in accordance with established procedures. Calculates, posts, and verifies data to produce summary balances and reports.
4. Posts and balances entries in appropriate journals, registers, logs, or other records on a daily or periodic basis.
5. Receives, accounts for and safeguards cash or checks; issues receipts and classifies and codes transactions. Maintains petty cash funds; reconciles, makes deposits, and maintains related records.
6. Compiles, calculates, posts, and verifies data to produce regular or special summaries, balances or other reports as required when pertaining to area of assignment. Maintains related files or reports; distributes reports as appropriate. Develops and maintains follow-up systems on reports or actions required on a periodic basis. Maintains and updates files, records, and logs on computerized and manual record keeping systems; searches files and records for readily identifiable information as directed.
7. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be

considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **Knowledge, Skills and Abilities:**

- Knowledge of office practices, procedures and equipment.
- Knowledge of basic math including the ability to add, subtract, multiply, and divide with accuracy.
- Knowledge of spreadsheet programs, such as Microsoft Excel.
- Ability to communicate effectively with other employees, students and the general public using tact, courtesy, and good judgment.
- Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to operate standard office equipment.
- Ability to physically perform assigned duties.

### **Required Qualifications:**

High school diploma, or G.E.D., one year clerical accounting experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

### **Working Conditions:**

Work is performed in an office setting, requiring hand/eye coordination in the efficient operation of office machines and long periods of sitting at a computer.

**Work Year:** 10 or 12-month

**Bargaining Unit:** OSEA

**FLSA Status:** Non-Exempt

**Date Approved:** April 15, 2022

**Date Revised:** October 17, 2021

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