ACCOUNTING ASSITANT II

BEAVERTON SCHOOL DISTRICT

Purpose:

Performs intermediate level clerical accounting tasks according to established bookkeeping and accounting principles and procedures. Maintains accounts and prepares financial related reports for District functions such as payroll and food services.

Nature & Scope:

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

Distinguishing Characteristics:

Positions assigned to the Accounting Assistant II classification are intermediate accounting positions distinguished by increased responsibility, skill and knowledge required to maintain 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., and two years clerical accounting experience; 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 2022
Date Revised: October 17, 2021

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.