EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Accounting Assistant
Department	Accounting
Reports To	Accounting Manager
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Accounting Assistant computes, classifies, and enters data into financial software to complete financial records of the school district. The Accounting Assistant position works with a variety of internal and external stakeholders to complete all tasks while providing a high level of confidentiality and customer service.

Essential Job Functions

- Processes, records, and reconciles student fee payments, time records and other data necessary for accounting and payroll preparation.
- Performs data entry to maintain databases within the financial software.
- Effectively presents information and responds to questions from internal stakeholders, outside organizations, and the general public.
- Interprets and communicates the various provisions of the accounting and payroll processes.
- Processes monthly travel reimbursement requests and in-district mileage requests.
- Prepares monthly gift report and accounts receivable invoices to request payment.
- Performs filing and scanning of documents for the department.
- Provides appropriate account codes for invoices.
- Receives, records, and processes invoices for payment, cash deposits, and checks, including routine recalculating of price extensions, due dates, discounts, account codes and payment addresses.
- Maintains intranet and internet applications as directed by the department.

Ancillary Job Functions

- Participates in developing department goals, objectives, and processes.
- Offers suggestions to improve processes.
- Tests financial system updates as needed.
- Performs additional duties as assigned.

The Eau Claire Area School District is an Equal Opportunity Employer

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- More than one year of recent related work experience.
- Accounting Certificate or equivalent relevant post-secondary coursework/training.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Knowledge of federal, state, and department rules affecting payroll preparation.
- Proficiency in the use of accounting hardware and software.
- Associate degree in accounting or related experience in payroll.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently with minimal supervision.
- Ability to work responsibly with confidential information.
- Ability to provide quality customer service to internal stakeholders, outside organizations, and the general public.
- Ability to perform work with a high degree of accuracy.
- Ability to establish and maintain effective communications with district employees.
- Ability to function under pressure.
- Ability to demonstrate attention to detail and thorough completion of tasks.
- Working knowledge of accounting and payroll principles and procedures.
- Ability to develop and maintain work deadlines.
- Ability to exercise reliability, responsibility, dependability and fulfill obligations.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer/desk for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Ability to communicate verbally and in writing so others will understand.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.