



Job Title: Finance Assistant

Exemption Status/Test: Non-Exempt

Reports to: Assistant Director of Finance

Date Revised: June 26, 2017

Dept. /School: Finance

Primary Purpose:

Under general supervision, perform bookkeeping and maintain district financial records.

Qualifications:

Education/Certification:

High school diploma or GED
Advanced accounting education/training

Experience:

Three (3) years of experience or college work in accounting-related subjects

Special Knowledge/Skills:

Bookkeeping experience
Highly effective communication skills and ability to deal with staff and public in a positive manner
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to work with numbers in an accurate and rapid manner to meet established deadlines
Proficient in Microsoft office products (Excel, Word, Outlook)

Major Responsibilities and Duties:

Accounting and Bookkeeping

1. Receive and process timely all expense transfers, sub ledger corrections and departmental billings.
2. Verify all expense transfers, sub ledger corrections and departmental billings to ensure completeness and accuracy prior to payment.
3. Maintain budget book and monthly billing for all School Resource Officers, including overtime compensation.
4. Work with Student Services, Athletics, campuses and other departments requiring SRO's to keep accurate records of SRO's working at each event.
5. Work with campuses and departments to provide financial training and serve as a liaison to the Business Office.

Records and Reports

6. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district.
7. Prepare and provide notices, receipts or documentation as needed.
8. Ensure appropriate and complete documentation for records and reports is received in a timely manner.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.