



**Job Title:** Revenue Accounting Assistant      **Wage/Hour Status:** Non-Exempt  
**Reports To:** Director of Finance      **Pay Grade:**  
**Dept. /School:** Administration Building      **Date Revised:** 09/30/2011

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**Primary Purpose:**

Assist the Assistant Superintendent of Business in the administration of general accounting duties. Perform general bookkeeping and maintain district financial records.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

Two years college course work in accounting-related subjects preferred

**Special Knowledge/Skills:**

Knowledge of accounting principles and practices

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets and do work processing

Proficient skills in typing, keyboarding, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

**Experience:**

One to three years accounting or bookkeeping experience

**Major Responsibilities and Duties:**

**Accounting:**

1. Record miscellaneous receipts that are directed to the district office.
2. Maintain district accounts receivable records.
3. Compute intra-district transfer of bank funds on a daily basis with notification of appropriate district personnel.
4. Balance general ledger and subsidiary accounts by reconciling entries.
5. Assist with questions from district personnel as they relate to business function.

**Records:**

6. Prepare district, state, and federal reports as required.
7. Maintain complete and systematic records/files of district financial transactions.
8. Maintain physical and computerized files and records.

**Other:**

9. Maintain confidentiality.
10. Other duties as assigned

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, typewriter, printer, calculator, copier, and fax machine.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*