Job Title:	Accounting Assistant	**Wage/Hour Status:**	Nonexempt
Reports to:	Director of Finance	**Pay Grade:**	Para-Professional Clerical Pay Group 5
Dept. /School:	Administration Building	**Date Revised:**	02/22/2018

Primary Purpose:

Assist the Director of Finance 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 word 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. Reconcile bank accounts.
2. Record details of financial transactions in appropriate journals and subsidiary ledgers.
3. Prepare bank deposits.
4. Examine all computerized general ledger transactions daily for accuracy; make corrections as needed and inform Assistant Superintendent of Business of problems.
5. Balance general ledger and subsidiary accounts by reconciling entries.
6. Assist with questions from district personnel as they relate to business functions.
7. Accounts receivable.

Records:

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

Other:

11. Maintain confidentiality.

Supervisory Responsibilities:

None

Equipment Used:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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.