

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION

Under the direction of an administrator or designee to perform a variety of functions and activities pertaining to financial and record keeping systems; conveying information and updating information in a record management system; provide information to employees; document information and ensure processing of County/State/Federal required reports; to perform general clerical functions; and to do other related work as required. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Monitors financial related information for reimbursement and adherence to policies and regulations
- Maintains records, schedules, files, rosters, etc. and disseminates related information
- Processes mail, purchase orders, and requested forms in a timely and accurate manner
- Inputs data into a data processing information management, storage, and retrieval system, and extracts reports using appropriate software
- Provides general information and direction in response to inquiries of the staff, public, co-workers; informs personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines
- Maintains various information, files and records
- Prepares documentation for written support, and/or conveys related information
- Processes various fiscal information and reports special project allocations, benefits, rules on fundraising; updates information and/or authorizes final action in compliance with District, state and/or federal regulations, policies on procedures
- Compiles information for preparation of financial and statistical reports; posts all deposits for site; reconciles cash and/or account balances; prepares closeout and bank deposits
- Performs specific tasks related to the management of accounting records, such as revenue, transportation and cafeteria accounts
- Prepares and balances payroll time reports sent to the county
- Verifies hourly time sheets, posts information to ledgers
- Sets up payroll accounting information for new extra-curricular employees
- Processes employee insurance, retirement, deductions, and a variety of fiscal information
- Maintains a variety of payroll records and reports; runs budget reports for District resource accounts, travel spending for administrators
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Operate standard office equipment including use of computer applications, accounting software and calculators
- Apply State and Federal Regulations
- Perform basic accounting calculations with speed and accuracy
- Establish and maintain a variety of complex and sensitive files and records
- Maintains a data management, storage and retrieval system

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Knowledge of:

- Federal accounting practices and problem solving
- Modern office practices, methods, and procedures
- Correct English usage in both written and verbal form, spelling grammar and punctuation
- Operational procedures and policies, rules, regulations, and legal provisions pertaining to the classification

Ability to:

- Think logically with attention to detail
- Prepare clear and accurate reports
- Understand and carry out oral and written instruction
- Establish and maintain positive & effective working relationships
- Work courteously and tactfully with co-workers, public, pupils and parents and promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year related experience general clerical work that includes accounting, financial or statistical record maintenance.

Education:

Equivalent to the completion of High School, including coursework in computer applications, accounting and record management.