

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Fiscal Services, supports accounting staff/work involving financial and statistical record keeping in an assigned area, such as, accounts payable, accounts receivable and payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Assist with the processing of payments to vendors using the District's financial system; verifies payment information submitted by schools and departments; monitors purchases for compliance with laws and District policies.
- b. Assist with the processing and monitoring of accounts receivable to ensure timely and accurate payment; maintains accounts receivable files.
- c. Reviews vendor invoices for correct pricing of authorized merchandise; ensures that purchases are in accordance with contract terms and conditions; approves vendor payments after verification; identifies unauthorized product substitutions and takes corrective actions with vendor and receiving department; calculates discounts.
- d. Receives and processes classified or certificated payroll time cards; computes earnings and calculates deduction; corrects, adjusts, and balances payroll; verified accuracy and completeness of data and documents and submits to County for processing of pay checks; monitors changes in payroll-related data; prepares changes or corrections as necessary.
- e. Verifies and tracks employee leaves such as sick leave and vacation.
- f. Interacts with District staff on telephone and in person; provides assistance to District staff regarding accounting, payroll, purchase orders, travel claims vendor and other business office inquiries; resolve conflicts.
- g. Prepare and reconcile accounts payable; enter data into computer; balance, and distribute checks.
- h. Effectively manages time to accomplish multiple tasks within specified time frames.
- i. Open, verify, balance and adjust accounts correct irregularities; resolve discrepancies.
- j. Performs clerical duties, such as typing, duplicating material, distribute mail and scan documents.
- k. Responds to and resolves employee and vendor inquiries and complaints.
- l. Performs related duties and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Accounting principle practices and terminology.
Detailed mathematical calculations.
Techniques of courteous and effective customer service.
Word processing, spreadsheets and computerized financial systems
Applicable sections of State Education Codes and other federal, State, County and District laws, policies, rules and regulations.
English usage, spelling, grammar, and punctuation.
Record keeping techniques.

Ability to:

Learn and apply district policies, fee structures, applicable laws and regulations relating to area of assignment.
Exercise sound judgment in the application of District policies and procedures.
Explain applicable District policies and procedures to the employees, vendors, the public, and others contacting the District.
Work well with others in a team environment and appropriately and effectively handle sensitive issues with managers, peers and the public.
Learn to enter data and effectively use as a tool the computer application system applicable to area of assignment (i.e., Escape, Excel, and Word).
Operate a personal computer and other standard office equipment.
Communicate clearly both verbally and in writing.

REQUIREMENTS:

WORK YEAR: 12 Months
EDUCATION: Equivalent to the completion of the twelfth grade, supplemented by training or coursework in bookkeeping, accounting, business, or a related field.
EXPERIENCE: One year of increasingly responsible technical service in accounting or another closely related field
SALARY: Range 21
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance