



Ashland School District

Job Description

Job Title: Accounting Assistant
Assignment: District Office
Reports To: Business Manager
Evaluated by: Business Manager
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides direct support to the business office for all accounts payable and performs work involving the application of bookkeeping and accounting principles, as well as technology support for users of District business software. This position also processes all background checks for all new employee hires and volunteers. Performs duties with moderate supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Perform general office duties including answering multi-line phones directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
3. Serves as substitute coordinator for the District contacting substitutes for all staff as required.
4. Complete computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
5. Reconcile statements verifying accuracy.
6. Track outstanding balances.
7. Assist other staff in completing purchase order process; answering questions and routing requests.
8. Coordinate district car usage and distribute gas cards as needed.
9. Assist with coordination of District credit cards.
10. Compile and prepare reports for administration as required.
11. Assists auditors during audit by supplying necessary paperwork.
12. Assist office staff with regular duties.
13. Assist with invoicing of District accounts receivable.
14. Provides software support changes as needed.
15. Assists with bank deposits and paperwork, including reconciliation.
16. Appropriately maintain and secure confidential records and inquiries.
17. While working collaboratively with others, implements decisions within ASD established policies and procedures.
18. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
19. Works collaboratively with District and building administrators and other department staff to provide reliable service to customers.
20. Communicate clearly with coworkers and other staff.
21. Participate as an effective team member.
22. Provide impeccable customer service.

23. Interacts thoughtfully and courteously with students, staff, administrators and parents and resolves conflict in a professional manner.
24. Maintains appropriate certifications and training hours as required.
25. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Troubleshoot, coordinate service and supplies of office machinery (copy, fax, postage meter etc.)
2. Serve on building and District committees and councils.
3. Coordinate travel and assist with other administrative needs.
4. Report issues to authorities as necessary.
5. Provides coverage for breaks and lunches of other staff

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) required. One year certificate from college or technical school; or one year related successful experience in bookkeeping and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to handle large amounts of money and account for monies received. Ability to perform complex accounting functions.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets, accounting and word processing software. Ability to proficiently use the above software programs. Ability to create graphs and charts in spreadsheet software. Ability to type accurately and proficiently. Ability to troubleshoot and resolve computer software issues.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents, members of the community. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.</p>

Prepared By: JDC Reviewed By: JDC Adopted:
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Prepared Date: February 11, 2016 Review Date:
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I have read and understand this job description.

Signature:

Date:
