

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|------------------------------|------------------------|-----------------------|
| TITLE: | Accounting Support Assistant | REPORTS TO: | Accounting Operations |
| DEPARTMENT: | Fiscal Control | CLASSIFICATION: | Classified |
| FLSA: | Non-exempt | SALARY GRADE: | 026 Confidential |
| REVISED: | December 9, 2008 | | |

BASIC FUNCTION:

Provide specialized clerical support and assistance related to district financial planning; prepare reports for review by the Board of Education and senior level administration staff; prepare financial documents and correspondence and assist professional level accounting staff with reconciliations, job costing, and other financial reporting activities; perform delegated administrative duties and accomplish assigned projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Gather and compile a variety of financial data and prepare specialized reports and schedules. **E**

Operate computer to extract appropriate data and to generate financial schedules, arrays, summaries, and statistical reports; review computer-produced reports for accuracy and completeness and submit corrections or notify others of discrepancies. **E**

Assist manager by performing delegated administrative duties and accomplish assigned projects; serve as office manager. **E**

Collect, assemble, and distribute documents, exhibits, and other materials, as required. **E**

Prepare technical accounting reports and reconciliations including sales/use tax, job costs, and cash balance reports, Federal and State income tax returns for non-profit organizations, financial statements, budget reports, cash and investment accounts reconciliation. **E**

Assist District Cashier in posting health benefit payments form district retirees, cobra subscribers, and others; receive, review, process, and maintain records of insurance payment refunds; remit premium payments to insurance carriers via wire transfer; respond to phone inquiries from retirees/employees and resolve related issues. **E**

Maintain and monitor department budgets; maintain department operational records and files including historical financial documents. **E**

Provide administrative detail; participate in the preparation, administration, and control of special projects and activities. **E**

Coordinate department functions and serve as a resource to district staff and outside organizations. **E**

Assist in the preparation of state reports and documentation required by external auditors. **E**

Contact district schools and departments and local, state, and federal agencies, community organizations, businesses, and special interest groups to provide and obtain information. **E**

Explain district and department policies and procedures as appropriate to assigned duties. **E**

Compose, edit, and prepare correspondence and special reports. **E**

Arrange for the acquisition of supplies, equipment, and services; monitor related budgets. **E**

Schedule appointments and coordinate conferences and events. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent to: formal bookkeeping or accounting training and four years of recent, progressively responsible fiscal-clerical and administrative support experience, preferably in a school district. An associate's degree in bookkeeping or accounting is preferred but not required.

LICENSES AND OTHER REQUIREMENTS:

Type at a net corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The application of accounting-clerical procedures.

Modern office procedures and methods including the use of standard office machines and equipment.

District organization, key personnel, and functional responsibilities.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Operate a computer and use standard office machines and equipment including related software applications.

Interpret standard financial statements.

Perform computational tasks with accuracy and speed.

Reconcile financial data; extract, organize, and maintain data for statistical and financial reports.

Prepare specialized and routine correspondence.

Exercise diplomacy, tact and judgment with district staff, community members, and others in matters related to the exchange of financial information.

Prepare correspondence, technical/statistical reports, and financial statements.

Read, apply, and explain rules, regulations, policies, and procedures.

Communicate effectively orally and in writing.

Maintain cooperative relationships.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead; above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE:

This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

Revised 12.09.08

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Job Code 6829

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