FINANCIAL ASSISTANT

Purpose Statement

The job of Financial Assistant was established for the purpose/s of providing support to department and school financial activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information; and generating periodic reports in accordance with established financial practices.

This job reports to Accountant

Essential Functions

- Collects financial information related to work assignments (e.g. Payschool accounts, invoices, receipts, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. school budget meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, bank account, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Works with school site personnel on trouble-shooting accounting issues and budgets for the purpose of ensuring that processes and procedures are followed according to adopted guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: effectively communicate with diverse groups maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Pre-employment Proficiency Test
Pre-employment Drug Screening

Certificates & Licenses

None Specified

Continuing Educ. / Training

Additional training as required by the District

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Test

FLSA Status

Non Exempt

Approval Date

06/18/2009

Salary Grade

Lane 5