



POSITION DESCRIPTION

JOB TITLE: ACCOUNTING ASSISTANT I Job Class: 3472		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION General Accounting
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Provides clerical support and performs duties related to processing, compiling and ensuring that expenditures and financial reports comply with State and Federal Government requirements and the established policies of the Milwaukee Board of School Directors. Assists with maintenance of the general ledger and processes accounts payable. Processes travel reimbursements, monitors contracts and reconciles financial transactions of the District.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Processes and verifies purchase order and vendor payments per policy. Verifies completeness and accuracy of documentation. Verifies accuracy of invoiced dollars and items. Enters data into MPS's accounting system.
2. Reviews and processes travel payments and reimbursements to ensure accuracy and appropriate documentation are included. Responds to questions and inquiries as necessary.
3. Communicates with vendors, schools and departments and resolves any discrepancies before distribution of document within MPS's accounting system.
4. Researches open items on vendor statements and vendor reports.
5. Inputs data into Accounts Payable Imaging system. Prepares documents for scanning, then scans and images documents.
6. Assists with travel reimbursement, accounts payable check runs and creation of various reports.
7. Assists with the processing of payroll data.
8. Assists accounting and finance departments on projects as needed.
9. Actively supports the MPS Strategic Plan.

10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.