



POSITION DESCRIPTION

JOB TITLE: Accounting Assistant III Job Class: 3474	
DATE	Office of Operations Facilities and Maintenance
BARGAINING UNIT: Local 1053	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 to the accounting specialists and the Facilities and Maintenance (F&M) management team; 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 School Board of 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. Provides guidance and direction to Facilities and Maintenance (F&M) staff on administrative and accounting procedures, expenditures, vendors, problem solving and other accounting/payment issues.
2. Processes and verifies purchase order, contract and vendor payments. Verifies completeness and accuracy of documentation. Verifies accuracy of invoiced dollars and items. Enters data to generate appropriate payments. Generates and distributes payment reports.
3. Reviews and processes travel payments and reimbursements to ensure that accuracy and appropriate documentation is included. Processes and reconciles gas card, cell phone and pager charges.
4. Reviews and processes IFAS Accounts Payable system journal entries for payments to large transaction vendors. Trains F&M staff on the IFAS and AIM systems.
5. Assists other clerical staff in reconciling F&M financial accounts and proposing necessary journal entries and adjustments.
6. Maintains the F&M payment files and makes copies as requested.
7. Prepares responses to auditor inquiries and auditor confirmation requests; vendor and other stakeholder requests; and compiles data at direction of Finance management.
8. Generates monthly, quarterly and ad hoc reports for F&M management team and other staff. Updates reports in Excel as necessary.
9. Processes petty cash requests.

10. Performs IFAS daily cash deposit process as necessary.
11. Coordinates the fixed asset process for F&M.
12. Assists the Office of Finance special projects as needed.
13. Responds to questions and provides guidance and direction as necessary. Coordinates the work of administrative support as required.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

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

Moderate supervision, operates under standard practices and procedures and checks with supervisor when questions arise.

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.

No direct supervisory responsibilities.
Position provides leadership and guidance to other clerical staff.

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.)

High school diploma or equivalent required. Additional coursework in accounting, math and computer systems is helpful. An Associate's degree in accounting, business or related field is preferred.

Experience Requirements

Four or more years of experience in an accounting assistant position, preferably working in a public sector environment.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are necessary. General knowledge of accounting theory, principles and practices is essential. Knowledge of computerized business software, including IFAS, AIM, MS Word, MS Excel, MS Access and the ability to learn new software as necessary. Ability to structure and perform math calculations accurately. Ability to analyze and interpret data and create memos and reports as directed. Must be able to work independently and multi-task. Must be able to develop effective working relationships with diverse individuals at all levels. Ability to self-manage, prioritize appropriately and work independently under strict time constraints 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; challenging deadlines and pressures.
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.