



**POSITION DESCRIPTION**

<b>JOB TITLE: Accounting Assistant</b> Job Class:	
<b>DATE</b>	Office of the Chief Financial Officer  Accounts Payable
<b>BARGAINING UNIT: Local 1053</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range: \$</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Provides clerical support to the accounting specialists and 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 district staff on Finance administrative and accounting procedures, expenditures, vendors, problem solving and other accounting/accounts payable issues.
2. Processes and verifies purchase order and vendor payments. Verifies completeness and accuracy of documentation. Verifies accuracy of invoiced dollars and items. Enters data to generate appropriate payments.
3. Reviews and processes travel payments and reimbursements to ensure that accuracy and appropriate documentation is included.
4. Reviews and processes IFAS Accounts Payable system journal entries for payments to large transaction vendors.
5. Performs IFAS GL system distribution journal entries for computer repairs, mailroom and duplicating center services.
6. Assists Accounting Specialists in reconciling district financial accounts and proposing necessary journal entries and adjustments.
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 accounting specialists and management team. Updates reports in Excel as necessary.
9. Researches and provides data to Finance management for open records requests.
10. Performs IFAS daily cash deposit process as necessary.

11. Assists accounting and finance departments on special projects as needed, including Tech Center drop-in sessions for district staff guidance and support.
12. Responds to questions and provides guidance and direction as necessary
13. Actively supports the MPS Strategic Plan.
14. 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 accounting assistants and department 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, 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.**