



POSITION DESCRIPTION

JOB TITLE: Accounting Assistant III		
Job Class: 3474		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION General Accounting
BARGAINING UNIT: Local 1053		FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Pay Schedule:	Pay Range:	APPROVALS
<p>POSITION SUMMARY: (Describe the general nature and level of work performed by this position.)</p> <p>Assists school and Central Service personnel in understanding and using the district's financial systems. Deposit all district cash, disburse petty cash and maintain cash balance information for use by management. Assist the School Bookkeeper Supervisor with technical aspects of creating computer generated presentations. Provide technical assistance in the creation and maintenance of the Department of Finance WEB page. Prepare and distribute instructional materials for Office of Finance in-services.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) 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.

- Provides instruction and assistance on financial systems and processes to principals, bookkeepers and secretaries.
- Updates the School Accounting Manual with changes.
- Prepares written instructions for rollout of new financial systems and process changes to schools and departments.
- Reviews and maintains documents on the Office of Finance MPS intranet site.
- Assists School Bookkeeper Supervisor with developing presentations.
- Visits schools to assist bookkeepers, secretaries and principals regarding financial reporting issues.
- Manages the District's Petty Cash Account.
- Prepares daily deposits for Central Services.
- Monitors details of the District's Armored Car Service.
- Prepares yearly reconciliations relative to the District's Fixed Assets.
- Assists internal and external auditors as directed by the School Bookkeeper Supervisor.
- Assists School Bookkeeper Supervisor with training of principals on fundamentals of finance, and creating budgets in the District's Financial System.
- Actively supports the MPS Strategic Plan.

- Perform other duties as assigned.

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

Expected to complete and deliver work following District's policies and procedures with overall general supervision.

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.

None

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.)

HS Diploma or the equivalent is required. Additional coursework in accounting, math and computer systems is helpful. An Associate's Degree in business or a related field is desired.

Experience Requirements

Five+ years of clerical experience and at least one year at an Accounting Assistant II level is required. Advanced computer skills are required, with exposure to the mainframe and computerized business software.

Knowledge, Skills, and Abilities

Incumbent needs to be proficient in MS Word, Excel and Access and able to learn new software as necessary. The ability to build and use effective spreadsheets and databases is required. Ability to interact with administrators and financial support staff is critical. Effective communication skills with a strong customer focus is required. Must be able to work in a team environment.

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

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.

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.