

SCHOOL DISTRICT OF BAYFIELD  
DISTRICT OFFICE FINANCIAL ASSISTANT  
JOB DESCRIPTION

QUALIFICATIONS:

1. High school diploma supplemented by advanced courses in secretarial/bookkeeping/office procedures or relevant experience
2. Working knowledge of computers and computer software
3. Proficient in the use of calculators
4. Ability to maintain accurate and complete records
5. Ability to post financial data accurately and efficiently
6. Ability to follow written and oral instructions and to carry through procedures as specified
7. Ability to draft correspondence
8. Ability to establish and maintain effective and positive working relationships with the staff and public
9. Ability to maintain confidentiality of information
10. Ability to be self-motivated, flexible and reliable
11. Ability to meet deadlines

REPORTS TO: Finance Manager

PERFORMANCE RESPONSIBILITIES:

1. Maintain confidentiality in all district matters
2. Process purchase requisitions and maintain all purchase order records
3. Process all invoices for payment, ensuring goods have been received, items billed and their cost matches the purchase order
4. Obtain appropriate documentation as required
5. Prepare time sheets for payroll, verifying for accuracy, approval by supervisor, and correct account coding
6. Assist the District Administrator and/or Finance Manager with the annual district audit
7. Prepare bank deposits
8. Maintain fixed asset inventory
9. Ability to process payroll and accounts payable independently if necessary
10. Prepare and maintain cash boxes for all activities
11. Assist in the reconciliation of all bank accounts maintained by the district if necessary
12. Perform secretarial duties as assigned by the Finance Manager and/or District Administrator
13. Perform all other duties as assigned by the Finance Manager and/or District Administrator
14. Maintain and reconcile Food Service account including reports to state
15. Maintain and reconcile Student Activity Fund and Scholarship Fund accounts

Work Environment:

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

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

TERMS OF

EMPLOYMENT: As determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually by the District Administrator and/or Finance Manager in accordance with Board of Education policy.

Approved: May 17, 1999

Revised: May 5, 2010

Revised: August 8, 2011

Revised: May 13, 2013