

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: District Administrator

PERFORMANCE

RESPONSIBILITIES:

1. Assumes responsibility for the receipt and expenditure of school district funds
2. Maintain confidentiality in all district matters
3. Assist Finance Manager and/or Superintendent in budget development and long-range financial planning
4. Process purchase requisitions and maintain all purchase order records
5. Process all invoices for payment, ensuring goods have been received, items billed and their cost matches the purchase order
6. Obtain appropriate documentation as required
7. Prepare time sheets for payroll, verifying for accuracy, approval by supervisor, and correct account coding
8. Assist the District Administrator and/or Finance Manager with the district budget
9. Assist the District Administrator and/or Finance Manager with the annual district audit
10. Prepare bank deposits
11. Maintain fixed asset inventory
12. Assist the Finance Manager and/or District Administrator with district fiscal, accounting and payroll functions including the ability to process payroll and accounts payable independently if necessary

13. Coordinates, process, and controls transfers of budgeted funds as requested by program directors
14. Conducts monthly accounting of all income and expenditures
15. Conducts the reconciliation of all bank accounts maintained by the district
16. Supervises grant management
17. Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account
18. Process property insurance and workers comp claim reports
19. Perform secretarial duties as assigned by the Finance Manager and/or District Administrator
20. Perform all other duties as assigned by the Finance Manager and/or District Administrator.

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