

**ADMINISTRATIVE ASSISTANT – FISCAL SERVICES****Job Summary**

Under the direction of the Chief Business Officer, the Administrative Assistant – Fiscal Services monitors income and expenditures, performs complex financial work involved in the maintenance of the accounting and bookkeeping system for the general and categorical funds of the district, prepares financial statements; performs other duties as assigned

**Qualifications:****Required:**

- Five years of responsible experience in financial record keeping
- Ability to communicate effectively orally and in writing
- Ability to type at the rate of 40 words per minute from clear copy containing a large percentage of numerical figures and tabular data
- Two-Year college degree
- Valid California Driver License (Incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire.

**Desirable:**

- Previous experience in a public school system or institution of higher education
- Knowledge of principles and techniques of supervision and training

**Knowledge and Ability:**

1. Ability to manage and prioritize multiple tasks
2. Ability to establish and maintain effective working relationships with others
3. Knowledge of correct English grammar, punctuation and spelling, methods, practices and terminology used in financial clerical work
4. Ability to perform complex work including double entry bookkeeping, and procedures and terminology of purchasing transactions
5. Ability to prepare and maintain accurate records and statistical data
6. Knowledge of data processing, office methods, equipment and procedures
7. Knowledge of techniques of supervision; ability to supervise and evaluate subordinates
8. Ability to analyze and interpret fiscal data
9. Ability to evaluate and take appropriate action without direct supervision
10. Ability to operate data processing equipment, calculator, and other office equipment used in connection with accounting work
11. Ability to research and compile data independently
12. Knowledge of current payroll and accounts payable accounting processes and techniques; knowledge of the functions of a business office and its services
13. Ability to drive a car

**Essential Functions** of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Maintains ledger systems through the data processing system
2. Assembles and tabulates financial data, prepares checks, requisitions, and maintains various financial and statistical records
3. Prepares monthly financial statements of General Fund
4. Reconciles direct ledger with county ledger and corrects irregularities
5. Issues receipts for all money received, deposits all money with bank or county treasurer, makes budget inputs, journal entries, audits warrant requests, audits payroll worksheets, audits purchase orders and makes summary of batch controls
6. Prepares annual financial reports required by state or county
7. Responsible for the revolving cash fund money of the district: cash and checking account

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8. In the prolonged absence of Payroll Specialist and/or Account Clerk, may be required to prepare the district payroll and/or process accounts payable and purchase orders
9. Assist district management personnel in budgetary matters
10. Assist the Chief Business Officer to develop, establish, and maintain accounting systems, and to ensure compliance with federal, state, and local accounting standards and legal requirements are met
11. Attends workshops, conferences, meetings and seminars in areas of school accounting
12. Responsible for the direct supervision of the accounting technician, payroll specialist and accounting clerk

Physical Requirement of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.