



Secretary 5 / Dist Accounting

Purpose Statement

The job of Secretary 5 / Dist Accounting is done for the purpose/s of providing support to district activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information; and generating periodic reports in accordance with established financial practices.

This job reports to District Business Administrator

Essential Functions

- Assists in disposing of surplus goods and equipment (e.g. taking photos, posting photos on website, etc.) for the purpose of expediting the process of eliminating surplus goods from the district.
- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Collects financial information related to work assignments (e.g. Kelly Services invoicing, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes account payable checks for immediate payment for the purpose of ensuring payments for services are made in a timely manner.
- Processes financial information (e.g. accounts payable invoices, input into computer, receipts for supplies, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Bookkeeping/Accounting Certificate preferred

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1