

Pflugerville Independent School District - Job Description

Job Title/Position:	Accounting Assistant, High School	Department/School:	Various Campuses/Departments
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Designated Supervisor
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Perform general bookkeeping and maintain campus financial records, including campus activity and student activity funds. Maintains Operating Budget, Student Activity Funds, and Campus Budget accounts for assigned campus. Receives and deposits student and school monies; processes purchase orders; reconciles campus financial records; handles related accounting transactions. Provides information concerning bookkeeping procedures to students and staff and communicates with vendors.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or equivalent; three (3) years clerical experience, including two (2) years experience in bookkeeping. Alternative combinations of advanced training and experience will be evaluated for consideration.

Major Responsibilities:

1. Receives, receipts for, counts and verifies money for various activities. Prepares deposit slips and bags for courier pick up.
2. Writes checks (Student Activity only); inputs requisitions and purchase orders; obtains appropriate signatures. Prepares change boxes for student activities; accounts for all monies.
3. Maintains campus accounting for multiple accounts; submits documentation for reimbursement. Maintains and reconciles fund accounts; records cash received and issues receipts; counts money. Reconciles budget printouts received from district's Central Accounting Department.
4. Maintains all accounting records; post receipts and expenditures to proper accounts; prepares a variety of reports. Maintains records in Quicken and monitors activity in the District accounting software.
5. Maintains student financial records. Receives, deposits, and posts fines and fee payments; sends letters concerning fines owed.
6. Responds to telephone inquiries concerning all accounting matters. Receives and responds to written requests. Meets with auditors as necessary to provide records, information and explanations. Works with student advisors; communicates accounting procedures.
7. Acts as custodian of office petty cash fund; maintains accounting records for campus budgets as assigned.
8. Ensures that accounting procedures as established by the district are followed. Maintains financial records according to required retention schedules
9. Assists administrators to prepare annual campus budgets.
10. Communicates with vendors concerning purchase orders; receives supplies and verifies against purchase orders; processes Student Activity invoices for payment.
11. Works effectively and cooperatively with Central Office Accounting Staff.
12. Communicates any financial and/or fraud concerns to the principal in a timely manner.
13. Follows Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
14. Performs other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures.
- Knowledge of administrative support and file maintenance techniques.
- Knowledge of accounting and basic auditing principles.
- Skill in communicating effectively with others.
- Skill in establishing and maintaining effective working relationships with students, parents, staff and the general public.
- Skill in working with various forms of equipment including, but not limited to, personal computers, fax machines, calculators, printers.
- Skill in working with word processing and spreadsheet computer applications.
- Skill in working in collaborative team based environments.

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; repetitive hand motions; must be able to lift and/or carry at 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____