

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### ACCOUNTING ASSISTANT

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#### **DEFINITION:**

Under the direction of Business Administrator, perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, and purchasing; maintain related financial and statistical records and files.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; process and verify various financial forms and documents; assist with balancing assigned accounts.
- Assemble, match, sort, tabulate, check, research and post a variety of financial and statistical data, such as income and expenditures; reconcile statements, ledgers, records, and other financial documents; review data for accuracy and completeness.
- Maintain various auditable records related to income, expenditures, and assigned accounts; establish and maintain filing systems.
- Process accounts receivable; receive, code, and verify incoming invoices, purchase orders and monies; prepare and process receipts; issue check and travel requests; check money totals against receipts and invoices to assure accuracy; prepare and distribute elementary payments and bank deposits.
- Receive, review, process, sort, and file purchase orders and invoices; prepare invoices for payments; maintain contact with vendors to resolve discrepancies related to invoices and payments; set-up new vendors; request and file 1099 vendor information.
- Receive, review, and verify a variety of accounting information; input a variety of accounting data into a computer system; maintain automated financial records.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software.
- Perform various clerical duties in support of assigned functions; receive and respond telephone calls and email inquiries; receive, process and send mail; prepare routine correspondence; duplicate and distribute materials.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and one (1) year clerical accounting experience.

##### Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

##### Knowledge of:

- Basic methods, procedures and terminology used in clerical accounting work.
- Basic financial and statistical record-keeping techniques.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Mathematical computations.

Ability to:

- Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, and purchasing.
- Maintain accurate financial and statistical records.
- Assemble, organize, and prepare data for records.
- Verify, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Add, subtract, multiply, and divide accurately.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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