



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

ASSISTANT TO THE FINANCE DIRECTOR

SCHOOL/DEPARTMENT: Business Office

TYPE: Classified **STATUS:** Exempt **SALARY RANGE:** \$49,517 (Recognize up to 12 years experience, Full Benefit Package)

REPORTS TO: Finance Director

DEFINITION: Under general supervision, assists the Director of Financial Services to maintain District financial records in accordance with financial reporting and auditor requirements for Somerton School District No. 11.

TASKS:

Performs accounting functions for the District; writes and records all journal entries; records and tracks District revenues; audits and balances various accounts and projects; makes corrections and adjustments as required; develops and implements business office procedures; files monthly and quarterly reimbursement claims for programs; coordinates moment studies and maintains staff pool listing for Medicaid Program.

Gathers accounting and cash management information; prepares complex cash management reports; assists in the preparation and filing of annual financial report and other accounting-related reports; manages and oversees the fixed asset listing; prepares and maintains bids and quote files according to procedures; monitors construction-in-progress files as required.

Supervises cash reconciliation procedures for auxiliary and student activities accounts; assists in the training of department staff in the areas of payroll and accounts payable; reviews and reconciles District/treasurer's accounts; maintains inter-governmental agreement files; and performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of local, state and federal laws, rules and regulations governing accounting.

Knowledge of generally accepted accounting principles, including fund accounting.

Knowledge of auditing principles, practices and techniques.

Knowledge of school district policies and procedures.

Skill in interpreting and applying policies, procedures, rules and regulations.

Skill in the use of a personal computer and related software.

Skill in effective oral and written communication.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, repetitive motion and vision to monitor.

QUALIFICATIONS: Bachelor's Degree in accounting, business administration or related and two (2) years accounting experience.

Administration: *Laura Noel, Ed.D, Superintendent*

Governing Board: *Araceli Juarez, President • Lorena Zendejas, Clerk • Juan Castillo • Carlos Gonzalez • Leticia Yepes*