

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

ADMINISTRATIVE ASSISTANT – BUSINESS SERVICES
Job Description

DEFINITION:

To assist the Director of Business Services in the administration of the District fiscal responsibilities and provide direct accounting services in the areas of payroll, budgeting, and fiscal reports.

REQUIRED QUALIFICATIONS:

Ability to:

- Maintain a high degree of confidentiality in preparing and disclosing sensitive employee information.
- Gain knowledge of State Accounting Manual guidelines and procedures.
- Prepare volume payrolls in accordance with contracts, employment agreements, and established timelines.
- Verify and prepare complete and accurate data for entry and reports.
- Posts, enters, and retrieves financial data and make mathematical calculations.
- Operate office equipment, including ten-key adding machine, computer terminal, and personal computers, with speed and accuracy.
- Type at a speed of 55 words per minute.
- Read, write, speak, and understand English well.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain timelines and guidelines for meeting deadlines and responsibilities.
- Take initiative and work independently with a minimum of supervision.

Knowledge of:

- General clerical office methods and procedures.
- Principles, methods, and practices of school district financial/statistical record keeping.
- Generally accepted accounting and payroll principles and business arithmetic.
- District bargaining unit agreements and their implications on business services activities.
- Board policy and procedures pertinent to business services activities.
- The interrelations of payroll with other functions and operations of the District.
- Computer word processing, database and spreadsheet software including, but not limited to, SASI, Microsoft Word, Excel, and Access.

Education:

- High school diploma or equivalent.
- AA degree in accounting with a minimum of 15 units in accounting or any equivalent combination of training and/or experience desirable.

Experience:

- Five years of increasingly responsible experience in the maintenance of financial or statistical records
- Experience with school business practices and budgets desirable.

ESSENTIAL FUNCTIONS

- Verify, prepare and/or process a variety of documents including requests for payment, payroll reports; time cards; State, local, and district reports; statements; verification of labor and payroll charges; journal entries; voided warrants; and year-end adjustments.
- Post, keys, verify, and maintain records of employee wages, payroll deductions, and adjustments and leave records. Audit initial certificated and classified payroll contracts.
- Prepare or assist with preparation of a variety of monthly, quarterly, and annual District reports for presentation to appropriate managers.
- Prepare journal entries including the correction of computer reports, cancellation or adjustment of pay warrants, and year-end adjustments.
- Prepare salary and benefit cost worksheets for budgeting purposes.
- Assist in the development of collective bargaining materials and supportive data.
- Coordinate the District Workmen’s Compensation Insurance program.
- Use the County financial system for such duties as keying payroll, entering journal entries, and general ledger reports.
- Implement relevant provisions of collective bargaining agreements.
- Prepare or assist with the preparation of financial reports and claims to outside agencies such as the County and the State.
- Assist with annual year-end closing activities including balancing resources and year-end cash flow loans.
- Coordinate business information disbursement to designated parties.
- Field the answering of routine business questions from other office staff, those from schools and departments, and those from outside the District.
- Revise budgets in accordance with approved changes.
- Regularly correspond verbally and in writing with schools, departments, and vendors as necessary.
- Perform related duties as assigned.

WORKING CONDITIONS:

Environment:

- Office environment subject to constant interruptions.

Physical Abilities:

- Seeing to inspect financial or statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time, kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employment: 12 month employee
Confidential Employment Status

Approved: May 11, 2004