

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### FINANCIAL ASSISTANT

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#### **DEFINITION:**

Under the direction of an assigned supervisor, perform a variety of clerical accounting duties in support of assigned departmental accounts and functions; maintain related financial and statistical records and files.

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

- Perform a variety of clerical accounting duties in support of assigned departmental accounts and functions; process and verify various financial forms and documents, including tax documents, work orders, supply orders and purchase orders; assist with balancing assigned accounts as directed.
- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as expenditures; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.
- Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems.
- Process accounts as assigned; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required.
- Receive, review, process, sort and file purchase orders and invoices as assigned; prepare invoices for payments; assemble and distribute warrants and other materials with required documents; maintain contact with vendors to resolve discrepancies related to invoices and payments.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.
- Perform various clerical duties in support of assigned functions as required; 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 year clerical accounting experience.

##### Licenses and other Requirements:

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

##### 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.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

- Mathematical computations.
- Operate a variety of standard office equipment including a computer and assigned software.

Ability to:

- Maintain accurate financial and statistical records.
- Assemble, organize and prepare data for records.
- Verify, balance and adjust accounts.
- Process and record accounting transactions.
- Type and input data at an acceptable rate of speed.
- 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 quickly and accurately.

**WORKING CONDITIONS:**

Work Environment:

- 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.

**Cabinet Approved:**

**Unit Approved: 5/10/02**

**Board Approved: 5/28/02**

**FLSA Status: Non Exempt**