

**LAS LOMITAS ELEMENTARY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**BUSINESS OFFICE ASSISTANT**

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**BASIC FUNCTION:**

Under the direction of the Chief Business Officer, perform complex and responsible clerical accounting duties in auditing and payment of all the District's accounts; maintain and prepare financial records and reports; process distribute and encumber purchase orders; perform general clerical tasks in support of the District's Business Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of clerical accounting duties in support of assigned accounting functions such as accounts payable, accounts receivable, billings, and purchasing; process and verify various financial forms and documents; prepare accounts receivable billings; assist with balancing assigned accounts as directed.
- Collect, assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as warrants, purchase orders, supply orders, journal entry logs, categorical fund receipts, reconcile statements, records and other financial documents as required; assign budget codes and encumbrances; review data for accuracy and completeness.
- Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems.
- Answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate; send and receive emails.
- Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the public.
- Process accounts receivable as assigned; receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy. 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; assist in monitoring budgets and District accounting records; assist auditors as necessary.
- Coordinate and authorize requests for use of district facilities and field areas; keep informed of district activities; drive a vehicle to conduct work.
- 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 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 supplemented by college level course work in accounting, business or related field and three years of responsible financial record keeping including one year working with minimal supervision and accepting responsibility for work area assigned.

**DESIRED QUALIFICATIONS:**

- Some business office experience employed within a school District.

**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.
- Telephone techniques and etiquette.
- 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, and purchasing.
- Perform a variety of general clerical duties in support of an assigned school site office.
- Answer telephones and greet the public courteously.
- 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 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.

Board Approved: 05/19/04, 02/14/18

FLSA Status: Non-Exempt