

POSITION DESCRIPTION

Position:	Finance Assistant
Purpose:	Maintain and monitor district payable accounts, prepare invoices and claim forms payments, and perform various accounting functions as needed so that the fiscal accounts of the district are maintained.
Primary Customers:	Internal: Finance director, business office staff, finance system users, purchasing staff & employees. External: Vendors, software vendors, auditors.
Position Qualifications:	Education/Certification: <ul style="list-style-type: none">• High school graduate with two years additional business or finance related post-secondary training preferred. Experience: <ul style="list-style-type: none">• Two or more years general accounting experience preferred. Qualifications: <ul style="list-style-type: none">• Knowledge of accounting procedures.• Demonstrated written and verbal skills.• Google Workspace/Windows proficient.• Word processing, spreadsheet, and database proficiency.• Ability to work with automated accounting systems.• Ability to work independently.• Ability to work accurately with figures.• Ability to set priorities and complete tasks despite constant interruptions.• Ability to work in a team environment.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspire Each Student Every Day

Essential Responsibilities:

- 1. Maintain and Reconcile District Bank Accounts.** Process daily and monthly receipts in a timely manner. Transfer funds between bank accounts as needed. Provide cash flow information as needed. Reconcile all cash and investment balances on a monthly basis. Complete and post cash related journal entries at the end of each month. Prepare audit schedules reconciling year-end cash accounts and allocating interest revenue.
Result: Cash flow is available in the appropriate accounts. District general ledger accounts are accurate. Accounts are accurate, current, and accessible. Revenue accounts are accurate. Account discrepancies are resolved.
- 2. Maintain and Support Credit Card Processing Systems.** Promote and educate district staff on credit card processing systems. Support district staff when administering systems. Supporting

staff and parents as needed. Contact vendors if issues occur with systems.

Result: District credit card systems are running smoothly.

- 3. Ensure accurate and timely reporting to various agencies.** Prepare and submit required data and reports to meet local, state, and federal compliance standards. Maintain accurate records and facilitate communication with relevant agencies to support organizational goals.

Result: All reporting obligations are met with accuracy and within established deadlines.

- 4. Provide support for additional responsibilities as needed.** Assist with initiatives and projects that enhance organizational operations and align with strategic objectives. Contribute to financial management processes, including tracking and invoicing, as necessary.

- 5. Other duties as assigned by supervisors.**

Standard Measures of Accomplishment:

1. Receipts are accurately recorded, in a timely manner.
2. Bank Reconciliations are accurate and completed in a timely manner.
3. Reporting to outside agencies is completed accurately.
4. Credit card processing systems are supported and running smoothly.
5. Account discrepancies are resolved.
6. Customers are treated respectfully and in a timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number:	CLASS 5
Hours/Week:	8.0 hrs/day*
Days/Year:	260 days/yr*

Evaluation

A continuous performance improvement process will be developed with the finance director.