



Job Title: Accounting Assistant

Wage/Hour Status: Non-Exempt

Reports to: Director of Accounting

Pay Grade: PG7

Dept./School: Business & Finance

Date Revised: 01/2026

Primary Purpose:

Is responsible for activity funds management, audits, journal entries, and other accounting duties. Works closely with the Federal Programs department in processing state and federal grant awards and reports.

Qualifications:

Education/Certification

- High School Diploma or GED, required
- Bachelor's Degree from an accredited, four (4) year college or university, preferred
- TASBO certification, preferred
- Applicant must have a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment

Special Knowledge/Skills:

- Knowledge of Generally Accepted Accounting Principles
- Knowledge of Financial Accountability System Resource Guide
- Knowledge of accounting systems applicable to school district
- Proficiency in use of Microsoft Office Suite
- Attention to detail and high degree of accuracy
- Ability to communicate effectively
- Meet schedules and timelines.
- Maintain confidentiality

Experience:

- Minimum of three (3) years related to the operations of Business & Finance

Major Responsibilities and Duties:

1. Perform general accounting functions, including maintaining accounting records and general ledger activity.
2. Prepare, review, post, and verify the accuracy of journal entries.
3. Reconcile, balance, and audit assigned accounts in accordance with established timelines.
4. Research and resolve outstanding reconciling items promptly.
5. Assist with accounts receivable functions, including verifying deposits and reconciling cash accounts.
6. Submit positive pay and ACH files in accordance with banking and internal control requirements.
7. Maintain and manage all Campus and Student Activity Funds.
8. Perform monthly reconciliations of campus and student activity fund accounts.
9. Conduct periodic activity fund audits and prepare audit reports.
10. Identify compliance issues, communicate findings, and support corrective action efforts.
11. Reconcile district travel and purchasing card statements.
12. Review transactions for compliance with district policies and procedures.
13. Assist in resolving discrepancies, disputes, and audit findings related to travel and card usage.
14. Calculate and report expenditure reimbursements for state and federal grants.
15. Assist with monitoring, tracking, and reporting of federal, state, and local grant funds.
16. Coordinate with the Federal Programs department to support grant compliance and financial reporting.
17. Assist with inventory and fixed asset accounting, tracking, and reconciliation activities.
18. Support compliance with state and federal asset management and reporting requirements.
19. Assist with cross-functional Business & Finance operations, including accounts payable, payroll, and accounting, as needed.

Other:

1. Keep informed of and comply with all Federal, State and Local laws, regulations, and policies related all business & finance.
2. Travel and attendance at multi-day conferences and meetings is required.
3. Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
4. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computers and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: May work prolonged or irregular hours.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____

Print Name _____ Employee ID# _____