

Job Title: Accounting Assistant – Business & Finance **Wage/Hour Status:** Non-Exempt

Reports to: Executive Director of Business & Finance

Pay Grade: PG 7

Dept./School: Business & Finance

Date Revised: 6/2025

Terms of Employment: 12 months/226 days per year.

Primary Purpose:

Provide training and direct support to campuses and departments regarding Business Office processes and procedures. Provide accounting services that include reconciliations, and other accounting operations. Perform confidential administrative support. Will be responsible for processing criminal history background checks for district contractors.

Qualifications:

Education/Certification:

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency); **and**
- Thirty (30) hours of college credit in accounting-related subjects from an accredited institution; **or**
- Minimum of three (3) years of bookkeeping, accounting experience, or college coursework in accounting-related subjects
- Applicant must have a satisfactory outcome of the 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 bookkeeping principles and practices.
- Ability to use computers and software to develop spreadsheets and do word processing.
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance.
- Ability to multi-task and prioritize numerous projects.
- Ability to work with numbers accurately and rapidly to meet established deadlines.
- Must be able to take initiative to pursue new tasks.
- Must have good presentation and public speaking skills.
- Must have excellent problem-solving, critical thinking, and creativity skills.
- Attention to detail and follow through.
- Ability to interact with coworkers and external stakeholders.

Major Responsibilities and Duties:

1. Assist with training campus and department personnel in Business Office processes and procedures.
2. Oversee employee attendance and performance—track employee success and progress.
3. Communicate all the training programs on a timely basis.
4. Prepare training locations by ensuring instructors have all the tools, technical equipment, and resources needed to effectively teach a course.
5. Ensure the new staff members receive appropriate introductory training.

6. Conduct one-to-one training sessions and small group training sessions.
7. Assist in Frontline training and troubleshooting.
8. Assist in preparing training resources to include training documents and videos using all available tools and materials for district-wide training sessions.
9. Assist and learn the functionality of ERP application module(s) and other software applications assigned.
10. Provide audit support as necessary.
11. Assist in reconciling bank statements and general ledger by the 8th of every month.
12. Prepare and enter journal entries.
13. Review bank statements daily and ensure timely posting of transactions.
14. Assist in closing the month.
15. Assist in preparing audit schedules.
16. Generate reports detailing accounts payable status (Aged Report, Receiving reports, etc.).
17. Assist with processing year-end payables.
18. Assist in receiving payments and processing cash receipts.
19. Compile, maintain, and file all reports, records, and other documents as required.
20. Assist in completing various tasks within the Business Office to include Accounts Payable, Purchasing, Travel, Payroll, Accounts Receivable, etc.
21. Promotes positive morale, teamwork, and exceptional customer service throughout the district.
22. Keep the Supervisor abreast of any concerns and/or issues.
23. Follow District and department policies and procedures.
24. Daily attendance and punctuality at work are essential functions of the job.
25. Perform other duties as may be assigned within the appropriate skill and experience capabilities expected for this position.

Background Checks:

26. Responsible for processing background check searches and reports related to volunteer and contractor applications.
27. Determine the types of checks to be performed for each contractor/volunteer based on district policies.
28. Maintain an effective follow-up process for all verifications to ensure timely completion of background checks
29. Accountable for working within guidelines to provide minimal turnaround and high-quality results on background check requests.
30. Ensure all searches are done correctly and all hits are entered/reported based on federal and state laws.
31. General understanding of the program rules and district policies and procedures.
32. Research criminal history records, evaluate results, and prepare files.
33. Maintain background check logs and accurately enter data of verified information.
34. Enter the background check results in Frontline.
35. Assist district end users and contractors with questions.

Other

36. Maintain confidentiality.
37. Follow district safety protocols and emergency procedures.
38. Identifies continuous process improvements in adherence with new policies and regulations.
39. Backup for travel approval process.
40. Attend seminars/training to enhance professional development.
41. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer 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.

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____