

CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
DATE:	August 6, 2026
POSITION(S):	Accounting Assistant I SMJUHSD- All Sites 9.5 months/year
SALARY:	\$22.72/hour (Step A) Range 14 2025/26 salary schedule
HOURS:	8 hours/day 8:00 a.m. to 4:30 p.m. Monday through Friday
DEADLINE:	Thursday, August 13, 2026 5:00 p.m.
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us
JOB DESCRIPTION:	See next page.
WRITTEN TEST:	The most qualified candidates will be invited to appear for testing.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHSD's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

ACCOUNTING ASSISTANT I

BASIC FUNCTION:

Under the direction of an Assistant Principal, assist the Student Body Bookkeeper in performing duties involving student body accounts including posting, balancing and reconciling accounts; collect, count and receipt monies received from students.

REPRESENTATIVE DUTIES:

- Perform duties involving student body accounts including posting, balancing and reconciling accounts. **E**
- Collect monies and maintain student body cash collection records; count and receipt collections; balance money with ledger sheets and make deposits. **E**
- Assist with fund-raisers, ticket sales, ASB card sales, dances and other student body activities as required; prepare cash boxes and ticket receipts and reconciliations for sales, events and athletic contests; log ticket numbers for events. **E**
- Enter a variety of data into appropriate computer systems including purchase orders, billings, contract labor, fees, parking tickets, and other information as assigned. **E**
- Prepare invoices for program, yearbook and school newspaper ads; prepare bills and mail to students with unpaid fees. **E**
- Operate a computer, calculator and other office equipment as assigned. **E**
- Sort, count, roll and receipt coins from vending machines as assigned.
- Perform clerical duties in support the office including answering telephones, filing and other office procedures as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Rules and regulations concerning assigned clerical accounting activities.

Review and control of assigned ASB accounts.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Financial record-keeping techniques.

ABILITY TO:

Verify, process and control ASB accounts and records.

Collect, count and receipt monies received from students.

Maintain accurate financial records.

Process and record accounting transactions accurately.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform clerical duties as assigned.

Communicate effectively both orally and in writing.

Operate assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year accounting clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.