



Job Title: **District Administrative Assistant**

Department: **Accounting**

Supervisor: **Director/Associate Director of Accounting**

Lane Placement: **ESP Lane 5**

Schedule: **Varies / 242 days** Evaluation Group: **JCES11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director and the Associate Director of Accounting, Auditing and Budgeting and the Accounting Administrative Assistant will be assigned tasks to carry out for the District. Incumbent maintains records for financial operations and transactions within the school system and within the District Departments. Incumbent receives, organizes, verifies, interprets, records, codes, examines, calculates, and prepares data for accurate accounting. Incumbent responds to questions from employees, vendors, and administrators.

ESSENTIAL FUNCTIONS

- Responsible for providing excellent customer service to district staff, schools, and the Canyons School District patrons.
- Replies in a timely manner to phone, written and in-person requests for information.
- Performs varied clerical tasks.
- Requires demonstrated ability to organize and prioritize in order to manage workload.
- Acts as an information resource for the department.
- Maintains confidential information both written and oral.
- Enters and maintains data on the computer system.
- Prioritize, prepare and enter data into the computer daily.
- Completes other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

Accounts Payable

- Reviews check run and audits each invoice.
- Processes computer generated checks and prepares them for distribution.
- Handles vendors' questions regarding double shipments, duplicate billings, proper budget distribution, invoicing prior to shipment, lost shipments and credits.
- Maintains vendor accounts, purchase orders, W-9's, social security numbers, federal identification numbers, 1099 governmental reports, departmental files and utility files.
- Maintains and distributes all budget, audit and open purchase order reports to District personnel.
- Prioritizes and prepares data for computer entry by calculating discounts, verifying budget general ledger accounts, vendor accounts, purchase orders, federal identification numbers, requisitions, State contracts and bids.

- Files all W-9's for the calendar year checking proper 1099 documentation, distribution and reporting to the I.R.S.
- Inputs all W-9's into accounts payable 1099 system and edits A33 reports from all schools.
- Combines data from master vendor print out and all schools.
- Audits vendor reports with no federal identification number. Edits all duplication of vendor numbers.
- Distributes government forms relating to W-9's and 1099's.
- Processes and edits payments received and enters into computerized accounting system. Monitors all over/under payment discrepancies by working with payers and other involved parties. Records all vendor payments.
- Edits and distributes all payments to vendors, schools, District, and administrative departments.
- Assures that all utility information is recorded accurately. Maintains utility files and gathers utility usage information and inputs into the computer.
- Audits all telephone bills on a monthly basis. Distributes audited bills to all schools, District, and administrative employees for verification.
- Collects all monies due the District from personal calls on the phone bill.
- Codes telephone payments to proper accounts.
- Requests stop payments and initiates void checks. Replaces them with manually generated or computerized checks and initiates appropriate journal entries.
- Coordinates own work with other accounts payable staff.
- Ensures purchase orders have been properly completed and invoices are properly verified.
- Type's correspondence and memos. Prepares information for accounting auditors.

Insurance

- Input/update insurance information into the system for all classes of employees; teachers, administrator's, classified.
- Assist in answering employee questions related to health, dental, and disability insurance.
- Supply necessary information to insurance providers.
- Assist in preparing open enrollment materials and organizing benefit fairs.
- Expected to obtain a working knowledge concerning all benefit plans.
- Complete other duties as assigned.

Payroll

- Input hourly timesheets from employees and schools to ensure payroll is correct and accurate.
- Import employee information from human resources for processing of payroll and then balance actual payroll to contracts and time sheets.
- Assist in the completion of State and Federal tax filings.
- Answer payroll related questions from all classes of employees; teachers, administrators, classified and hourly.
- Complete other duties as assigned.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> ● This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. ● To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. ● The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. ● Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one complete year of training in basic accounting and general office skills and procedures.
- Requires one year job related work experience with demonstrated competence.
- Requires high proficiency on a 10-key machine and verified typing skill of 50 wpm.
- Requires good working knowledge of relevant Federal, State, and District policies and procedures.
- Requires an in-depth understanding of the computerized District accounting system.
- Must have excellent data entry and computer skills including Excel, Word and Power Point
- Requires good interpersonal skills. Consults with and assists all District personnel involved with the accounting system.
- Requires ability to maintain a performance record of high accuracy.
- Requires ability to read and interpret computer printouts.
- Requires ability to compose and structure correspondence with correct grammar, punctuation and spelling.
- Requires ability to properly handle confidential information.
- Requires ability to meet numerous deadlines

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Must endure many interruptions.
- Will experience pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____

Effective date: 6/8/2020