

Hillsboro School District 1J
Job Description
Financial Assistant 2

IMMEDIATE SUPERVISOR Manager Fiscal Operations

GENERAL DUTIES

Perform a variety of bookkeeping and accounting tasks associated with the receipt and expenditure of District funds and provide leadership for other financial assistants.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Five years of experience working with computerized accounts payable or the equivalent
- C. Ability to operate office machines, including calculators and personal computers
- D. Ability to communicate clearly
- E. Ability to organize work in an efficient manner
- F. Proficient at creating financial reports using spreadsheets
- G. Ability to follow written and oral instructions
- H. Possess exceptional organizational skills
- I. Ability to work in a cooperative and positive manner with others
- J. Ability to work under conditions which meet defined timelines
- K. Knowledge of generally accepted office and accounting practices
- L. Ability to perform clerical duties with speed and accuracy
- M. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- N. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Provide training to other financial assistants
- B. Assist other financial assistants with accounts payable problems
- C. Coordinate and balance accounts payable check runs
- D. Assist with the accounts payable accrual process
- E. Monitor outstanding purchase orders
- F. Monitor records and coordinate annual unclaimed property report
- G. Gather, assemble, tabulate, process, analyze, and file financial and statistical data, keeping accurate records and processing documents involved in every financial transaction
- H. Operate a variety of office machines associated with accounting functions, such as personal computers, calculators, laser printers, and copiers
- I. Complete written reports and distribute them as directed
- J. Follow adopted procedures to accurately record financial transactions
- K. Analyze and reconcile financial data
- L. Assist in problem resolution by communicating verbally and in writing with vendors and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person and to verbal or written instructions
- M. Establish excellent customer service and maintain effective working relationships with co-workers, supervisors, vendors, and the general public

N. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

12 Month Office Support Pay Schedule

Pay Grade: G

Last Revised: June 2007