

Title

District Finance Assistant

Qualifications

High school diploma or equivalent, and at least five years of experience in Kentucky school district finance; possess the necessary literacy and accounting skills to fulfill the performance responsibilities of the job; knowledge of State Financial Accounting System "Munis" required; Kentucky school district payroll experience required.

Reports To:

Chief Financial Officer

Primary Job Goal:

To perform complex and advanced accounting duties related to the preparation of such matters as financial statements, payroll and accounts payable; Assist Chief Financial Officer in assigning, reviewing, training, and leading the work of the finance department.

Required Knowledge, Skills and Abilities:

Knowledge of generally accepted accounting principles, reporting policies, and practices of general fund accounting; knowledge of financial record-keeping procedures, and applicable state requirements and other laws and regulations; ability to communicate clearly and concisely, both orally and in writing, and use proper telephone techniques and etiquette; ability to establish and maintain effective working relationships with others; possess skills in proficient use of data processing equipment and systems, computers, word processors, and peripheral equipment; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills; ability to assist Chief Financial Officer on a variety of complex budget and accounting functions including internal auditing, general ledger, payroll, accounts payable, and accounts receivable; ability to read, interpret, and follow rules, regulations, policies, and procedures; ability to work under deadlines and timelines.

PERFORMANCE RESPONSIBILITIES:

- Performs complex and advanced-level clerical accounting duties in support of District programs and services; processes and prepares more complex and technical accounting documents.
- Prepares and maintains files of record and documents relating to work performed.
- Prepares special reports as assigned, and completes monthly reports as requested.
- Produces a variety of periodic and annual financial statements, reports, reimbursements and claims.
- Assists in preparing the draft, tentative and working budgets.
- Assists in year-end closeout, reporting and submission of the Annual Financial Report.
- Assists in preparation of the District's annual external audit.
- Maintains journals and ledgers while charging proper accounts.
- Processes and reviews journal entries, accruals and account reconciliations.
- Trains and supports payroll and accounts payable and provides backup support as needed.
- Responds to questions or complaints from vendors, district administrators, or employees regarding issues related to payments, balances, charges, and other information; assist employees in completing necessary payroll forms. Prepares all required monthly retirement payroll reports.
- Prepares and reconciles Annual Certified Retirement Report, Annual Classified Retirement Report, Annual Federal Tax, and Annual State Tax Report and W-2's for all employees.
- Maintains and processes local scholarship checks.
- Assists in administering health insurance and cafeteria benefits for full-time personnel.
- Assists school secretaries/bookkeepers with financial questions and procedures pertaining to bookkeeping and coding.
- Assist CFO with bid specifications for auditing services, insurance, and various other bid advertisements for newspaper publications; attends bid openings and records bids.

	Yes___ No_ <input checked="" type="checkbox"/> ___	Yes___ No_ <input checked="" type="checkbox"/> ___
2e. Pushing Pulling?	Right Hand Yes___ No_ <input checked="" type="checkbox"/> ___	Left Hand Yes___ No_ <input checked="" type="checkbox"/> ___
2f. Fine Manipulation:	Right Hand Yes_ <input checked="" type="checkbox"/> ___ No___	Left Hand Yes_ <input checked="" type="checkbox"/> ___ No___

3. (a) Does the job require worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes ___ No Frequency? <u>Very limited or as needed</u> (b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes ___ No Frequency? <u>As needed</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? ___ Yes <input checked="" type="checkbox"/> No
5. Are there special visual or auditory requirements? <input checked="" type="checkbox"/> Yes ___ No If yes, please describe (i.e. working with computer terminal): <u>Working on a PC, laptop or computer screen.</u>
WORK ENVIRONMENT: a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? ___ Yes <input checked="" type="checkbox"/> No b. Is the employee exposed to fumes or airborne particles? <input checked="" type="checkbox"/> Yes ___ No If yes, please specify: Very limited, particles can include but not limited to dust, pollen (seasonal), chemical or cleaning agents that are used within the office, etc...

BLOOD/FLUID EXPOSURE RISK: (check the right category)

- ___ Category I: Tasks involve exposure to blood, fluid, or tissue
- ___ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.
- Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT: Up to 236 days per year; Salary – per Clerical Salary Schedule
EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: _____
I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____