



## **FINANCIAL ASSISTANT**

### **GENERAL RESPONSIBILITIES**

This position is responsible for correcting, processing, and reconciling a wide variety of accounting documents such as invoices, employee reimbursements, cash receipts, vendor statements, and journal vouchers; review financial information; make deposits and prepare necessary reports; compile and review information for accuracy; and maintain accounting records.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist in the research, analysis, development, and summarization of financial information for audit and financial reporting purposes.
- Process all information necessary to ensure that vendors, employees, schools and departments are paid in an accurate and timely manner.
- Communicate with vendors to research and answer questions regarding payments, adjustments and/or changes to purchase orders, including freight charges, invoice discrepancies, etc.
- Correspond with schools and department representatives concerning receiving problems including, shipping, damages, and other discrepancies.
- Ensure pre-audit compliance with applicable policies and procedures prior to electronic approval utilizing assigned software systems.
- Perform a pre-audit on all documentation relating to travel, procurement card usage, and any additional pre-audits as necessary.
- Process daily cash receipts and Buyspeed, Payroll, and Print Shop interfaces, monthly or as needed.
- Communicate effectively with various departments, schools, and vendors on expenditure information and payment status.
- Create and run procurement card reports from Bank of America's Works system; verify account codes, charge discrepancies, expenditure totals, etc.
- Perform related work as required.

### **ADDITIONAL TASKS ASSIGNED TO SPECIFIC JOB FUNCTION**

#### **Procurement Card, Travel, and Accounts Payable Audit Function**

- Audit the required percentage of procurement card expenditures as required and any additional audit functions as necessary.
- Provide guidance to schools and departments concerning accounts payable policies, procedures, and controls.
- Audit and process all documentation related to employee travel expenditures.
- Ensure reconciliation of transactions related to travel and procurement card entries.



**KNOWLEDGE, SKILLS AND ABILITIES**

Excellent computer skills; good understanding of School Board Policy and knowledge of accounting principles and procedures; ability to apply and communicate accounting principles while working effectively and building working relationships with internal and external persons. Ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to work independently and under pressure; ability to prepare and maintain computerized records and systems; ability to analyze, organize, coordinate, and prioritize daily duties to facilitate work flow efficiency. Must have excellent oral and written communication skills.

**EDUCATION AND EXPERIENCE**

Associates degree in accounting, business, or finance preferred. Computer training including MS Office Suite, ERP systems and procurement software.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Some walking, moving, carrying, bending, kneeling, and reaching. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of Accredited Payables Specialist (APS) certification preferred
- Possession of a valid driver’s license

FLSA Status: Non-exempt	Description: 5/16
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