

SCHOOL BUSINESS ASSISTANT

DEFINITION

Under general supervision provides technical accounting services at the school level in order to relieve certificated administrators of day-to-day, non-instructional business functions including budgeting, accounting, inventory, personnel, data processing, and general business; supervises the work of assigned clerical staff; facilitates communication between site and district regarding business matters; and performs related work as required.

EXAMPLES OF DUTIES

Maintains fiscal control of District and special fund budgets through monitoring and coordinating expenditures for materials, supplies, equipment, and personnel. *E*

Audits each transaction to ensure its propriety and legality. *E*

Performs budget analysis and arranges for needed budget modifications, change orders, and expenditure transfers. *E*

Monitors data processing systems and serves as liaison with electronic data processing services. *E*

Analyzes data processing needs of the school unit. *E*

Reviews and monitors payroll reports for certificated and classified employees. *E*

Develops and administers procedures for control of all equipment, instructional materials, and school supplies. *E*

Initiates, approves, and follows up on requisitions and work orders. *E*

Secures quotes and prepares specifications for purchases and projects. *E*

Makes special studies as required and recommends and effects more efficient methods, systems, and work flow. *E*

Facilitates communication between site and District offices regarding purchasing, data processing, financial, and personnel matters. *E*

Directs receiving, inventory, and property movement operations and staff and oversees or prepares proper checking and reporting. *E*

Assists school administrators and division coordinators with development, preparation, and monitoring of school budgets. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic budgeting, accounting, and fiscal principles and procedures;
2. Basic financial research procedures;
3. Basic data processing as related to financial record keeping; and
4. Business math.

Ability to:

1. Learn school district and Education Code accounting procedures and special project guidelines;
2. Perform responsible technical financial record keeping;
3. Perform routine budget and administrative analyses;
4. Prepare clear and concise reports;
5. Develop or revise methods and procedures;
6. Interpret and explain procedures and controls;
7. Resolve problems with tact and proficiency;
8. Operate a computer and calculator quickly and accurately;
9. Supervise the work of others;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

Progressively responsible experience in financial record keeping or accounting;

or

Experience equivalent to or above the Senior Account Clerk level in the Huntington Beach Union High School District and college level coursework in accounting, auditing, bookkeeping, or business administration.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; seeing to assure the accuracy of financial records and documents; sitting or standing for extended periods of time; and hearing and speaking to exchange information.

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