

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Accounting Assistant  
**Prepared Date:** 05/12/2021  
**Revised Date:** 9/15/2023  
**Work Year:** 213 days  
**Department:** Finance  
**Reports To:** Accounting Supervisor  
**Salary Range:** Executive Assistant Salary Schedule  
**Benefits:** Fringe Benefits based on Executive Assistant Meet and Confer  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The Accounting Assistant assists the accounting department with maintaining complex financial records, gathering and compiling data, updating ledgers, performing and assisting with various audits in the district, and preparing budgets and various financial reports. Position must be familiar with and follow Generally Accepted Accounting Principles (GAAP). Responsible to assist in training other district staff on financial requirements and accounting processes.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Any combination of education, training, and/or experience equivalent to: AA Degree in

Business Administration, Accounting, Finance or related field, and three (3) years of experience in finance, accounting, or a related field.

- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Experience/knowledge in School District or other government payroll/accounting field.
- Experience/knowledge in Alio Business Management Software.
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP), Colorado Statutes, Colorado Department of Education financial policies and procedures, and proposed legislative issues (federal and state)
- Knowledge of accounting methods, procedures, and terminology
- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Knowledge of mathematical and formula functions of spreadsheets (Excel) including formatting
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office work quickly and efficiently
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Ability to prioritize, plan, organize, and execute work independently
- Ability to use standard database, spreadsheet and word processing software effectively.
- Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to utilize professional telephone and electronic communication techniques and etiquette
- Ability to maintain complex financial records, gather and compile data and prepare financial reports accurately.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members

- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions in English

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. 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/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform a variety of accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and/or cash transactions; prepare, compute, process and verify various financial forms and documents; perform mathematical computations related to accounting, basic financial and statistical record keeping techniques, and balance assigned accounts as directed.
- Understand, know, and follow Generally Accepted Accounting Principles (GAAP), Colorado Statutes, Colorado Department of Education financial policies and procedures, and stay current with any proposed school finance legislative or procedural updates and changes.
- Examine, code, verify, balance, and reconcile various types of transactions, listings, invoices, vouchers, and reports. Prepare financial analysis reports as required
- Review documents and data (i.e. incoming requisitions, past purchases, reconciliation with accounts payable, and inventory) to ensure completeness and accuracy of purchasing process
- Reconcile revenue to CDE and Federal reports
- Manage smaller District Funds, including the budget and financial tracking of assigned accounts
- Visit buildings and perform cash on hand audits, file audits, and other audits as assigned to determine if district financial policies are followed throughout the fiscal year as assigned
- Assemble, match, sort, tabulate, check, and post financial and statistical data such as income and expenditures; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.
- Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems.
- Serve as leader on assigned accounting projects for greater efficiencies within ALIO and other systems, including, but not limited to, ALIO Intelligence, Hayes, Infinite Campus, and Rev Trak
- Process accounts receivable as assigned; prepare invoices/billings for program participants; receive, code, and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute electronic and

in-person bank deposits as required; ensure on hand cash and check totals do not exceed District designated maximum

- Secure any un-deposited cash and/or checks in vault when leaving for the day; always keep cash, checks, and documents containing bank account numbers or other sensitive information locked away when leaving work station
- Responsible for deposit slip inventory and ordering additional deposit books as needed
- Monitor CDE Financial Transparency for compliance and update as necessary
- Distribute applications, guidelines, and timesheets, as well as submit payment requests for the Senior Citizen Tax Offset Program on a yearly basis
- Assist with the implementation of new software models in the accounting system (ALIO)
- Create weekly accounts payable batches as assigned
- Process weekly accounts payable checks as assigned
- Assist with Infinite Campus student fee related issues; process online payments on a monthly basis
- Responsible for Procurement Card processing; audit cardholder charges and documentation for completeness and appropriateness of purchases; assist in p-card admin duties (i.e. reset cardholder passwords and answering cardholder questions)
- Inform staff and vendors regarding procedural requirements for facilitating the purchasing process with established practices.
- Maintain purchasing documents, files, and records for ensuring the availability of documentation, and compliance with established policies and procedures
- Receive, review, and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records
- Prepare, adjusting, and closing journal entries as assigned
- Assist in monitoring change funds for Student Activities, Athletics, and Nutrition Services
- Assist with sales tax reporting
- Research discrepancies and answer questions regarding accounting, finance, payment, and budget issues and inquiries
- Assist with physical fixed assets inventory by visiting schools to locate and identify equipment designated by district policy for fixed asset tracking
- Provide financial and accounting training, including rules regarding sales tax and internal controls, to other departments and district staff, including secretaries, other clerical support, principals, directors, etc. as needed. Audit departments and schools to ensure controls are in place and are being followed by D60 staff
- Maintain and follow processes to maintain appropriate financial controls
- Maintain, develop, and complete work papers and reconciliations required for the annual audit. Prepare and provide information to external financial auditors as necessary
- Obtain basic training in fields of payroll, purchasing, and finance to assist departments as needed
- Communicate with District staff and outside agencies to exchange information and resolve issues, questions, or concerns with accounting, budget, and finance
- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software

- Maintain confidentiality in all aspects of assignments
- Attend building visits and assist in performing file audits for compliance to various accounting processes and procedures

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Accounting Supervisor

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-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 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)		<b>X</b>			
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.