

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: SPECIAL FUNDS ACCOUNTING ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, process documents related to various District sponsored funds; coordinate fund raising campaigns for assigned funds; maintain and monitor accounts; prepare and maintain related files.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Review, verify and compile account data; process and input documents relating to assigned funds; assure accuracy of payroll deductions and payments to various funds.

Maintain files and records related to fund raising activities.

Coordinate District sponsored fund raising and employee campaigns, such as United Way, Money Back to Schools, Educate America, and other educational donations; serve as liaison between the Superintendent and representatives of various funds.

Represent the District at conferences and various award functions; facilitate meetings and training sessions.

Communicate with employee and outside organizations to coordinate activities, resolve issues and exchange information; research and compile information regarding assigned programs and prepare related reports.

Operate a variety of office equipment including a computer, calculator and copier; utilize assigned software systems to generate various reports.

Process and verify checks, route for distribution to proper accounts.

Maintain inventory control for assigned areas; order supplies, and other items to as needed to support campaigns.

Perform various clerical activities as assigned, including overseeing the District reception area and centralized telephone operations; direct visitors and calls to proper locations.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

General accounting practices and procedures.

Financial record-keeping techniques.

Operation of a centralized telephone network system and reception area.  
Modern office practices, procedures and equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Operation of office equipment, including a computer and word processing and spreadsheet software applications.  
Telephone techniques and etiquette.

**ABILITY TO:**

Process and input documents relating to assigned funds.  
Coordinate District wide fund raising efforts.  
Review, verify and compile data.  
Operate a computer and related software to input a variety of information and generate reports.  
Make presentations to encourage employee participation in fund raising programs.  
Operate standard office equipment.  
Maintain accurate financial and statistical records.  
Meet schedules and time lines.  
Verify, post, balance and adjust accounts.  
Process and record accounting transactions accurately.  
Add, subtract, multiply and divide quickly and accurately.  
Type or input data at an acceptable rate of speed.  
Understand and follow oral and written directions.  
Maintain current knowledge of regulations and requirements for assigned funds.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of experience in accounting or general clerical work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*