

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-3504**

JOB TITLE: Accounting Assistant  
WORK YEAR: 260-day

**JOB DESCRIPTION:** Under the general direction of the Chief Business Officer to assist in the preparation, maintenance, and documentation of district cost data. This position is responsible for providing fiscal support associated with the budget process, performance measurement as well as year end estimates. This position requires clear, concise, and professional communication with the public, employees, and various agencies. They must also demonstrate initiative, tact, patience, good judgment, and confidentiality.

**ESSENTIAL JOB TASKS:**

1. Assists in analyzing and preparing monthly attendance reports.
2. Assists in collecting data and assembling necessary reports for apportionments.
3. Assists with Revenue Limit Calculations.
4. Assists in the computation of budget data and completion of cash flow, cost accounting, and budget reports and projections.
5. Assists in accounting for district programs and preparation of necessary reports.
6. Assists in the reconciliation and deposit of district accounts and funds.
7. Assists in the preparation of mandated cost reports.
8. Assists in the preparation of necessary documents for the annual audit
9. Prepares a variety of forms, documents, and reports using computer graphic capabilities and computer skills.
10. Attends necessary staff meetings, business meetings, and inservice training relative to school finance and other related areas.
11. Completes special projects and research as assigned by the Chief Business Officer
12. Assist in compiling data and information to facilitate effective negotiations.

13. Performs other duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES:**

Knowledge of:

- \*Laws, regulations, and terminology relating to school accounting procedures
- \*Microcomputers and applications
- \*Inventory practices and procedures
- \*Precision statistical record keeping
- \*School payroll practices and procedures
- \*Policies, rules, and regulations of the district

Ability to:

- \*Maintain cooperative and harmonious relationships with the public, administration, and site staff
- \*Follow oral and written directions.
- \*Communicate and relate with others in an effective and sensitive manner, both orally and in writing.
- \*Read, write, and speak correct English.
- \*Initiate good conceptual ideas with practical applications
- \*Display strong analytical skills
- \*Display great flexibility to a constantly changing environment
- \*Work independently

**WORKING CONDITIONS:**

**Environment:**

Indoor work environment

**Physical Requirements:**

- Dexterity of hands and fingers to enter data into a computer terminal and operate standard office equipment.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear, and speak with/without assistive devices sufficient to

- communicate effectively with others.
- Frequently bend at the waist, kneel
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Sit or stand for extended periods of time.
- See to read a variety of materials and screen student health conditions.
- Lift and/or carry up to 25 lbs for short distances or over 40 pounds with assistance.

### *EDUCATION AND EXPERIENCE*

Three (3) years of increasingly responsible business experience, with at least one year of responsible experience within the school system environment.

Extensive technical knowledge in accounting, finance and computer science.

Escape Experience preferred

Valid First Aid and CPR Certification desirable.

Valid California driver's license, with proof of auto insurance.

**SALARY:** Placement on the Management/Confidential Salary Schedule, Range 24

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

Board Approved: May 24, 2022