

MABANK ISD

Job Title: Accounting Assistant

Exemption Status/Test: Nonexempt

Reports to: Chief Financial Officer

Date Revised: 12/3/2021

Dept./School: Business Services

Date: 226

Primary Purpose:

Assist Chief Financial Officer in the administration of general accounting duties. Perform general bookkeeping and maintain district financial records.

Qualifications:

Education/Certification:

High school diploma or GED

Two years college course work in accounting-related subjects preferred

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to communicate effectively and work with numbers in an accurate, rapid manner to meet established deadlines

Experience:

One to three years accounting-related experience preferred

Major Responsibilities and Duties:

Accounting

1. Reconcile bank accounts.
2. Record details of financial transactions in appropriate journals and subsidiary ledgers.
3. Prepare bank deposits.
4. Examine computerized general ledger transactions daily for accuracy; make corrections as needed and inform Chief Financial Officer of problems.
5. Balance general ledger and subsidiary accounts by reconciling entries.
6. Assist with questions from district personnel as they relate to business functions.
7. Accounts receivable.

Records and Reports

8. Prepare district, state, and federal reports as required.
9. Maintain complete and systematic records/files of district financial transactions.
10. Maintain physical and computerized files and records.

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Other

11. Receive incoming calls, answer questions, and direct calls to the proper party.
12. Follow district safety protocols and emergency procedures.
13. Maintain Confidentiality.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____