



Accounting Assistant

Job Description			
Position:	Accounting Assistant	Date Created:	8/30/2024
Department:	Administration	Job Type:	Full-Time
Reports To:	Chief Financial Officer	FLSA Category:	Non-exempt
Placement Schedule: Placement Schedule 3, Paygrade 25			

POSITION SUMMARY:

Under the general supervision of the Chief Financial Officer, the Accounting Assistant performs a variety of duties including procurement and tracking of services and supplies, inventory management, verification, and payment of invoices, as well as other related tasks.

KEY RESPONSIBILITIES:

- Vendor relationship management
 - Works with vendors on invoice quantity/pricing issues.
 - Maintains and updates vendor files.
 - Audits vendor balances.
- Document Management
 - Uploads supporting documentation.
 - Updates and releases documents.
 - Audits document status.
- Purchase Order Processing
 - Determines that all cost-effective measures are being used when comparing quotes for ordering supplies.
 - Processes purchase orders within the accounting system.
 - Verifies quantity and amounts prior to receipting vendor invoices and printing checks.
 - Processes credit card purchases and other online purchases based on purchase requisitions.
- Assists with inventory management including, but not limited to receiving of order deliveries, verifying orders placed match orders received, ensuring that delivery documents match ordering documents, and delivering items to proper personnel.
- Conducts Accounts Payable invoice and payment processing.
- Assists with Period-End Reporting.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (required).
- Previous experience in an accounting or bookkeeping role preferred.
- General knowledge of Federal Law and Florida Law pertaining to business services, school funding, and financial services.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.



Accounting Assistant

- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____