

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**ACCOUNT ASSISTANT**

**Purpose Statement:**

The job of Account Assistant is done for the purpose/s of maintaining a variety of accounting/purchasing records, i.e. child nutrition free/reduce lunch, etc.; ensuring efficient use of financial resources; and providing clerical support to assigned administrator and/or department.

**Essential Functions**

- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts receivable, contracts, transfers, cash deposit, time sheets, applications, student accounts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Orders equipment and supplies for the purpose of maintaining an adequate inventory to provide services efficiently, within budget guidelines.
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Processes a wide variety of fiscal information (e.g. free and reduced meal applications, etc.) for the purpose of determining eligibility and/or updating information and/or authorizing final action in compliance with accounting/purchasing requirements.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies for the purpose of ensuring the appropriate use of funds in accordance with established guidelines and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Supports the assigned administrator for the purpose of providing assistance with their administrative functions.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. staff, student groups, community meetings, etc.) for the purpose of conveying/receiving information and/or resolving issues.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; and concepts of grammar and punctuation

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. /Training**

None Specified

**Certificates & Licenses**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Salary Grade**

Classified 13