

Approved 10/19/04

JOB TITLE: LEAD FINANCE ASSISTANT-NNB

JOB DESCRIPTION:

This employee is responsible for a variety of bookkeeping functions for the school district and assists in the planning and implementation of the daily operations of the department.

Duties of this position include but are not limited to:

1. Preparing and maintaining confidential information.
2. Preparing financial reports.
3. Balancing the general ledger.
4. Reconciling computer records.
5. Submitting pre-audited data to data processing.
6. Maintaining, updating and submitting monthly reports as required by outside agencies.
7. Assisting in the planning and organization of the direct activities related to the department's function as requested by the department coordinator.
8. Serving as back up to the department coordinator.
9. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Three years of demonstrated bookkeeping experience.
2. Satisfactory completion of a bookkeeping course.
3. Knowledge of District's Finance operations.

DESIRED QUALIFICATIONS:

1. Satisfactory completion of a business training program.
2. Ability to type 30 words per minute.
3. Experience in computer data entry.