

PCSB: 6060  
Pay Grade: D07

FLSA: Non-Exempt

<b>ASSISTANT TO BOOKKEEPER</b>
<b>REPORTS TO:</b> Administrator
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from an accredited high school or possession of a GED, plus one (1) year of bookkeeping/clerical experience or successful completion of a basic accounting course at the high school or postsecondary level. Successful completion of both the PCSB Pre-requisite School Bookkeeper Training Course and the School Bookkeeper Training Course (all components) within six months of hire.
<b>PREFERRED:</b> Preferred proficiency in Microsoft Office Suite and 10-key calculator.
<b>MAJOR FUNCTION</b>
Performs specialized, clerical and bookkeeping work in examination, analyses and verification of fiscal records. Duties are varied and include assisting in maintenance of bookkeeping controls of funds dispersed or received and preparing financial data required for fiscal management. Work requires some independent judgment and application of varied procedures. Work is performed under general direction and is reviewed through observation.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Applies knowledge of bookkeeping principles and practices in the performance of job duties; of laws, rules and regulations related to departmental operations.</li> <li>• Assists School Bookkeeper II in all phases of work load.</li> <li>• Prepares and maintains school files and records of payment processes.</li> <li>• Assists in school equipment inventory to include all areas of district and internal fund management.</li> <li>• Prepares and processes reports and correspondence frequently requiring independent action on problems; advises others of departmental policies and procedures.</li> <li>• May assist in preparation of various payroll functions.</li> <li>• Performs other related work as required.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</p> <p>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</p> <p>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 10/79 SSN; FORMAT REVISED: 3/88 MW; REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ'S REVISED: 9/91 PBL; BOARD APPROVED: 9/25/91; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM; REVISED: MQ, MF, ER 07/11/17 CH; BOARD APPROVED: 07/25/17

## ASSISTANT TO BOOKKEEPER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Assistant to Bookkeeper - PESPA