POSITION DESCRIPTION

TITLE: Accounting Support Assistant
LOCATION: Administrative Service Center
REPORTS TO: Director, Accounting/Purchasing
DEPARTMENT: Accounting & Purchasing

SUMMARY STATEMENT:
Under the supervision of the Director, the Accounting Support Assistant is responsible for providing support to all Department staff.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and outside vendors in person, by telephone, via E-mail, and in writing.
2. Operate a computer, including data entry, E-mail, Microsoft Word, and Excel applications.
3. Answer and direct incoming calls and inquiries to the appropriate personnel and assist with general questions.
4. Receive incoming department mail/email print, date stamp, sort, alphabetize and distribute to department staff. Collect and deliver outgoing department mail.
5. Issue cash receipts for incoming cash/checks. Endorse, photocopy and secure incoming checks.
6. Assist with bank deposit reconciliations.
7. Prepare revolving fund bank deposits.
8. Prepare all weekly accounts payable warrants for mailing.
9. Order supplies (weekly) and forms for the department.
10. Assist with data entry of fiscal documents, including journal vouchers, transfer vouchers, cash receipt transmittals and accounts payable.
11. Assist with attaching documentation to weekly accounts payable vouchers. Label and distribute accounts payable vouchers for audit and then filing.
12. Maintain department files, including but not limited to, files for accounts payable vouchers, journal vouchers, procedures and cash receipt transmittals, incoming and outgoing correspondence.
13. Maintain mail distribution groups for outgoing correspondence (mailing labels and E-mail groups).
14. Retrieve documents, make photocopies, and prepare mailings for the department.
15. Add account codes to fiscal system for all locations.
16. Verify and upload Accounting Board documents to BoardDocs.

OTHER RESPONSIBILITIES:
1. Assist in the auditing of Accounting records.
3. Maintain Gold Complex staff list.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%) Reaching (Up to 33%) Speaking (66-100%)
Pushing (Up to 33%) Vision (66-100%) Writing (66-100%)
Bending (Up to 33%) Pulling (Up to 33%) Sitting (33-66%)
Lifting/Carrying up to 30 lbs. (33-66%) Standing (33-66%) Acceptable Attendance
Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%) Detailed Work (66-100%) Math (66-100%)
Multiple Concurrent Tasks (66-100%) Reasoning (66-100%) Customer Contact (66-100%)
Constant Interruptions (66-100%) Problem Solving (Up to 33%) Written Communications (Up to 33%)
Verbal Communication (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, typewriter, printer, 10-key calculator by touch, multi-line telephone, copy machine, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required.)

1. Typing/keyboarding of 50 wpm.
2. Two years of experience in a related field or equivalent training.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Demonstrated ability to perform on the computer, including data entry, using Windows environment, Microsoft Word and Excel spreadsheet applications.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Basic understanding of accounting principles preferred.
7. Must possess a good math aptitude.
8. Demonstrated ability to receive instructions and perform tasks accurately and in accordance with established guidelines.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to perform multiple tasks under conditions of constant interruption and deadline pressure.
11. Demonstrated ability to problem solve, analyze, and resolve accounting related issues.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
13. Demonstrated ability to maintain confidentiality of sensitive information.

**Notice of Nondiscrimination:**
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
</tbody>
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**260-261 Days Per Year (Includes holidays)**
8 Hrs. Per Day

PSE: ___________________________ Date: _______________

District: ___________________________ Date: _______________

Revised Date: 06/18/2019
Classification: Professional Technicians – Office Clerical
Class: Class I
Display on Web? Yes

Accounting Support Assistant