

## Job Description

**Job Title:** Assistant Accounting and Finance Support Specialist **Supervisors:** Director of Accounting & Finance  
**Position Code:** **Pay Grade:** 27  
**Job Classification:** Non-Exempt **Contract Length:** 245 Days

### **Job Summary**

Position conducts a wide variety of accounting and finance activities including but not limited to supporting school bookkeepers and principals regarding school activity funds. Position performs clerical and administrative tasks for the Business office to include answering the phone, managing visitors, filing, maintaining office supply inventory, invoice payments, coordinating maintenance of office technology equipment, performing mail distribution, aiding employees that have lost or damaged copier cards or need first-time access. Position supports the annual textbook audit and adoption process, including the textbook database maintenance. Position oversees the administration building payments and receipts for division vehicles.

### **Essential Duties**

1. Assist with the support of school bookkeepers and principals regarding school activity funds, to include assisting bookkeepers in monthly reconciliation of school bank accounts. Provides technical assistance in the proper use of bookkeeping software.
2. Provides support for bookkeeper and principal training events.
3. Processes checks and cash received by the Accounting department.
4. Performs clerical and administrative tasks for the Business office to include answering the phone, managing visitors, filing, maintaining office supply inventory, invoice payments, coordinating maintenance of office technology equipment, performing mail distribution, aiding employees that have lost or damaged copier cards or need first-time access.
5. Processes monthly division local travel.
6. Assists with the support of the textbook audit and adoption process, including the textbook database maintenance.
7. Oversees the distribution of gas cards, receipts and payments for the Administration building white fleet.
8. Makes requests for support into the Facility & Maintenance School Dude work order system and Technology issues made in the Technology Issue Trak system.
9. Maintains key lockbox and assignment of keys and security key scans for the Administration building.
10. Processes administration building staff Worker's Compensation claim forms in the worker's compensation system.
11. Performs other related duties as assigned.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess an Associate's degree with major coursework in accounting, finance, business or public administration or any equivalent combination of experience and training. Skilled in the use of financial management systems for business transactions and basic database maintenance. At least two years of bookkeeping experience in a K-12 environment. Thorough knowledge of standard office practices, procedures, and equipment and clerical techniques. Basic understanding of accounting principles and the ability to perform mathematical computations with accuracy. Proficient in filing and documentation management, electronic and paper-based. Demonstrated experience with Microsoft Excel and bookkeeping software. Excellent oral communication skills.

Must possess the ability to establish and maintain effective working relationships. Ability to follow oral and written instructions.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Director of Accounting and Finance

*This job description in no way states or implies that these are the only duties to be performed by this employee. Assistant Accounting and Finance Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Accounting and Finance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

11/2022 CR