

**Encinitas**  
UNION SCHOOL DISTRICT  
**Job Descriptions**



## **ACCOUNTING/PURCHASING ASSISTANT**

### **DEFINITION:**

Under general supervision, performs routine and specialized accounting and purchasing functions; prepares reports, and does other related work as assigned.

### **DUTIES:**

Answers routine questions; receives, assembles, tabulates, verifies, processes and files accounting and/or purchasing data; performs responsible tasks related to the preparation and processing of invoices for payment; may receive, verify, and prepare cash/checks for deposit; may process travel conference, make reservations and prepare related purchase orders; assist with bid process; assist in encumbering purchase orders; communicates with vendors to obtain most advantageous costs and purchase terms for the district; collects data, assists in the preparation of various state and federal reports; maintain inventory of electronic devices used for instruction; collects various fees (developer fee, insurance for electronic devices) and issue receipts; operates a variety of office machines; assists with data entry, receives and sorts mail and performs related duties as required.

### **EMPLOYMENT STANDARDS:**

Knowledge of:

- methods and practices of bookkeeping and financial record keeping
- operation of computer terminals and office equipment
- financial transaction reconciliations
- report preparation and formats
- financial and purchase record maintenance systems and procedures

Ability to:

- perform moderately complex basic accounting functions
- make arithmetical calculations with speed and accuracy
- type at net corrected speed of 45 words per minute
- apply laws, district policies, rules and regulation affecting District accounting and purchasing procedures
- maintain a variety of specialized and complex records, reports and files
- understand and carry out oral and written directions
- establish and maintain cooperative working relationships
- communicate effectively with district personnel and the public

Experience:

- two years of general clerical experience with emphasis in bookkeeping, accounting, or purchasing preferably in a school district setting
- equivalent to the completion of the twelfth grade, preferably supplemented by additional course training in accounting or closely related field

**PHYSICAL DEMANDS:**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit.

The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

The noise level in the work environment is usually moderate.

Range: 11.0

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