GISD

Job Title: Accounting Assistant **Exemption Status: Nonexempt**

Reports to: Executive Director of Student Support & Specialized Services **Date Revised:** July 2024

Dept. /School: Student Support & Specialized Services **Pay Grade**: P19

Primary Purpose:

Under general supervision, perform bookkeeping duties, support purchasing, assist in developing quote and bid specifications according to EDGAR requirements, maintain district financial records, and support Medicaid-related processes.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Certified Educational Organization Professional (CEOP) certification preferred

Experience:

- Minimum of five (5) years of experience in financial and procurement transactions or college work in accounting/business-related subjects
- Some experience with insurance/Medicaid claims and bookkeeping preferred
- Experience with Oracle software applications preferred

Special Knowledge/Skills:

- Highly effective communication skills and the ability to deal with staff and the public in a positive manner
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to work with numbers accurately and rapidly to meet established deadlines
- Proficient in Microsoft Office products (Excel, Word, Outlook)
- Ability to organize and prioritize responsibilities and projects to meet timelines
- Ability to handle day-to-day disruptions and requirements as necessary with a positive attitude
- Ability to multitask and handle a heavy workload in a fast-paced office with critical deadlines
- Ability to answer a multi-line phone system
- Ability to follow verbal and written instructions
- Knowledge of Special Education Services
- Computer skills, including the use of word processing, spreadsheet, and database systems
- Knowledge of school district organization, operations, and administrative policies
- Excellent organizational, communication, and interpersonal skills
- Detail oriented
- Knowledge of federal programs

Major Responsibilities and Duties:

Accounting, Bookkeeping, and Procurement

1. Receive and process all expense transfers, sub-ledger corrections, and departmental billings promptly.
2. Verify all expense transfers, sub-ledger corrections, and departmental billings to ensure completeness and accuracy before payment.
3. Develop purchasing and procurement procedures for the Student Support & Specialized

Services Department.

4. Maintain the budget book and monthly billing for the Special Education Department.
5. Work with Student Support & Specialized Services Department employees and campus special education personnel to provide financial training and liaise with the Business Office.
6. Collaborate with the Student Support & Specialized Services Department to develop written technical requirements and make purchasing recommendations based on the information obtained.
7. Evaluate comparative prices and quotes and make purchasing recommendations based on information obtained.
8. Provide written justification for supplier selection when needed.
9. Generate and maintain a database of item descriptions and awarded quotes.
10. Monitor contract status related to expiration and spending level.
11. Compile, maintain, and file reports and other documents, including auditable records. Associated with federal procurement operations.
12. Ensure compliance with applicable state and federal laws and regulations governing school district purchases of goods and services.
13. Monitor purchase requisitions to ensure the accuracy of information, calculations, and coding.
14. Work with the Special Education and Purchasing Department to ensure the correct procurement processes are followed.

Records and Reports

15. Assist with preparing financial statements, income statements, and cost reports.
16. Prepare and provide notices, receipts, or documentation as needed.
17. Ensure appropriate and complete documentation for records and reports is received promptly.
18. Compile, maintain, and file all reports, records, and other documents as required.

SHARS/MAC

19. Reconcile invoices and submit them to the executive director for authorization to pay.
20. Reconcile the Certification of Funds letter from HSD for interim claims paid within the quarter.

Data Entry

21. Enter/update student information in billing and special education information systems.

Additional State and Federal Requirements

22. Stay well-informed of state and federal regulations related to procurement and communicate with appropriate department personnel.
23. Attend required training for all State/Federal programs to earn the needed/current district certification.
24. Reconcile weekly reports indicating reimbursements.

Other Requirements

25. Stay informed about and comply with all state district policies and regulations related to primary job functions.
26. Follow all rules, regulations, and policies of Garland ISD, as well as directives from superiors.
27. Follow the attendance policy as assigned by the supervisor.
28. Exert a positive influence and promote a collaborative work environment.
29. Perform all other duties as assigned.

GISD

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

---

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by ______________________________ Date ______________

Received by ______________________________ Date ______________