



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Office Assistant - Accounting	<b>Location:</b>	Business Services
<b>Reports To:</b>	Director of Business Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- High school diploma or equivalent. Prior work experience in bookkeeping, basic accounting or other business procedures is desirable.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- Under direction, the Office Assistant shall be expected to perform a variety of clerical and secretarial functions for the District.
- This individual will be expected to work accurately and handle routine efficiently and effectively.
- This person must be able to have an understanding of the necessity of confidentiality with the material and information that this position may handle.
- The Office Assistant may be responsible for the activities generated from various departments and divisions throughout the district.

### Qualifications

- Demonstrated typing skills.
- Computer literacy (Excel, PowerPoint, Word, Outlook)
- Ability to communicate effectively, orally and in writing.
- Ability to relate well with staff and public.
- Operation of routine office equipment
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

- Perform routine secretarial and clerical functions for the department or division assigned.
- Responsible for performing typing, duplicating, correlating, posting, filing and other routine tasks necessary to the operation of the department.
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community.
- Assist with the preparation of reports and projects assigned.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Cooperate with office personnel in establishing the smooth operation of the facility assigned.
- Be constantly aware of the importance of public relations in all aspects in the performance of these duties.
- Perform other duties when assigned by the immediate supervisor.



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### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.