



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

---

<b>Position Title:</b>	Administrative Assistant Accounting	<b>Location:</b>	Business Office
<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>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

---

### Education and Experience Requirements

High school diploma or equivalent. Additional educational experience in business and/or accounting procedures recommended. Prior work experience in bookkeeping, accounting, or other business procedures is desirable

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

The person who occupies this position shall possess qualifications for accounting procedures. This individual must be discrete, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk. Their work must be accurate, handling routines efficiently and effectively. This position shall be responsible for all aspects of the Accounting Department, including complete knowledge of Microsoft Office programs. This individual must have the ability to plan and organize their workload to meet deadlines, and must be able to perform highly detailed and complex accounting activities in the preparation, maintenance and processing of financial transactions, using G.A.A.P. The person occupying this position should be able to analyze and research discrepancies, make a determination of the findings, as well as analyze data and draw logical conclusions.

### Qualifications

- Ability to prepare and maintain spreadsheets
- A general knowledge of computer systems and their operation (Microsoft Office), as well as demonstrated typing skills
- Ability to interpret accounting methods and procedures
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Filing
- Operation of routine office equipment
- Organizational skills
- Ability to relate well with staff and public
- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Personal qualities associated with good human and interpersonal relations

### Responsibilities and Requirements

- Conduct the office routine of this function under the direction of the immediate supervisor
- Responsible for filing all accounting records and maintaining all financial records for auditing purposes
- By computer accounting procedures, be responsible for the entire general ledger system, including: Daily posting; Month-end/year-end reports; Accounting records system for all revenues; Prepare the annual financial report; prepare bank deposits
- Balance and maintain all district funds
- Responsible for all revenue and reconciling fund balances with the Country Treasurer's Office
- Responsible for all bank reconciliations
- Process tax credit payments
- Perform secretarial functions when necessary
- Cooperate with office personnel in establishing the smooth operation of the District Office
- Be constantly aware of the importance of public relations in all aspects of this function
- Perform other duties when assigned by the immediate supervisor
- Ability to perform routine maintenance and minor repairs on office equipment
- Responsible for performing those duties which protect the health and safety of students and employees.



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

### **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.

### **Other Information:**

- Must be able to pass a fingerprint clearance and background check

### **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.*

---

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.