

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Financial Assistant

JOB CODE: 8051 (IO)

DEPARTMENT: As Assigned

DATE: 08/08/24

BASIC OBJECTIVES

This is varied accounting work. The work involves primary responsibility for financial support services necessary for the operation of the school and district office.

JOB TASKS/RESPONSIBILITIES

1. Collects and deposits all funds for internal accounts, prepares and cosigns checks, issues receipts, posts ledgers, maintains employee time and attendance records and prepares payrolls.
2. Compiles and prepares monthly and annual financial statements, bank reconciliations, reports and correspondence.
3. Initiates requisitions for items needed, requests for maintenance service, personnel actions, and other support services; compiles and maintains inventory of property.
4. Operates computer to access, enter, maintain or retrieve information.
5. Responds to inquiries regarding matters related to policy or procedures.
6. Assists others as assigned or required.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate. Additional coursework in accounting or bookkeeping desired.
2. Knowledge of school operation policies, practices and procedures.
3. Ability to operate automated office equipment.
4. Minimum of 1 year responsible accounting or book keeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports preferred.

5. General knowledge of standardized accounting practices preferred.
6. Prior experience in Business Management preferred.
7. Must demonstrate proficiency in the ability to read and write.
8. Must speak English.

Prior revision date(s): 12/10/14, 04/29/15, 7/14/15