

LIBERTY UNION HIGH SCHOOL DISTRICT
ACCOUNTING ASSISTANT - TRANSPORTATION

DEFINITION

Under general supervision, the Accounting Assistant for the Transportation Department performs routine financial and statistical record-keeping duties following established guidelines, and other related work as required. This position performs duties under the direction of the Director of Transportation.

EXAMPLES OF DUTIES

Gathers, assembles, tabulates, verifies, and files financial and statistical data; processes payments for bus service; processes and verifies applications for free bus service; prepares and issues proper bus passes; maintains records of paid and unpaid bus riders and sends proper account notifications to parents and school sites; prepares periodic financial and statistical reports; answers questions from both the public and school sites regarding transportation; makes deposits to appropriate accounts; performs general clerical support activities such as filing, typing, computer data entry, and answering telephones.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices and procedures.
- Correct English usage, grammar and punctuation.
- Standard office machines;
- Methods, purposes, practices, and procedures of bookkeeping, statistical, and financial recordkeeping.
- District's financial recordkeeping policies and procedures.
- Basic mathematics.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Maintain a variety of financial transactions and associated statistical records.
- Review information and prepare accurate reports.
- Learn and maintain responsibility for an assigned area of financial recordkeeping.
- Make arithmetical calculations with speed and accuracy.
- Type a net corrected speed of 40 wpm.
- Proficiently use computers, personal computers, and computerized spreadsheets.
- Follow oral and written directions.
- Establish and maintain cooperative and effective working relationships.

Experience:

- One year of responsible financial or statistical recordkeeping experience.

Education:

- Equivalent to the completion of the twelfth grade.

License Requirement:

- Possession of a valid California driver's license.

Approved by:
LUHSD Governing Board of Trustees
December 9, 2015

CLASSIFIED SALARY SCHEDULE
RANGE: 50