

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

Date: January 27, 2025

To: District Administrative Assistants

From: John Larsen, Business Administrator
Daniel Ellis, Director of Accounting, Budgets and Audits

Subject: **Accounting Training**

Accounting will be providing training for district level administrative assistants covering topics like journal entries, chart of account updates, reading reports, general finance job duties, etc. There will be two trainings so offices can plan for coverage. Trainings will be held on the following dates and times:

Tuesday February 25th from 1-3 pm in room 129 at the District Office

Wednesday February 26th from 1-3 pm in room PDC 101 at the ASB

Please bring any questions you have as we will also have time to cover questions. If you have questions regarding the training, please contact Dan Ellis at extension 88389. We look forward to seeing you there.

Thank you.