



ACCOUNTING ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Accounting Manager, provides a variety of routine to difficult financial and accounting office support for assigned accounting functions, may perform general office support duties, including some typing and record keeping; performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents of this class perform a variety of financial and accounting office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Junior Accountant, which is the para-professional level of the series, and incumbents perform the more difficult and complex accounting work.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Verifies claims, warrants, deposit slips, computer source documents, and other records for arithmetical accuracy, consistency, and budget classifications requiring application of established coding and record keeping practices. (b c d g h i j k l m n)

Assembles, sorts, tabulates, codes, and files fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs computer data entry or maintains manual records to post, adjust, and balance accounts; allocates funds to correct accounts according to established procedure; balances and reconciles accounts. (b c d g h i j k l m n)

Balances cash receipts and prepares bank deposits; researches and conducts follow up on the collection of delinquent accounts.

Prepares and otherwise processes various bills and invoices; prepares entries, tabulations, standard forms, and routine documents according to specific instructions; maintains related files; operates data terminals, calculators, and other standard office equipment as required. (b c g h i j k l m n)

Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies; issues routine correspondence to vendors, businesses, or the public according to established procedure. (a c e f i k l m n)

As required, contacts financial institutions, vendors, businesses, the public, or other agencies to verify or obtain routine information regarding District financial activity. (a b c e f h i j k m n)

Performs a variety of general office support work. (All)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Write reports and keep accurate records.
- c. Analyze data and draw logical conclusions.
- d. Assist in the preparation of financial reports.
- e. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- f. Explain and apply policies and procedures.
- g. Interpret and apply rules, regulations, procedures and policies.
- h. Understand and follow verbal and written directions.
- i. Work independently.
- j. Perform mathematical computations.
- k. Operate a computer and use a variety of computer software.
- l. Operate typewriter, calculator and other common office machines.
- m. Perform clerical accounting work skillfully and accurately.
- n. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and three years of accounting or bookkeeping clerical experience, which included routine account record keeping and the application of policies and procedures in the performance of assigned tasks.

Knowledge and Skill Levels

Working knowledge of general fiscal and financial record keeping practices; procedures, methods, and office equipment used in statistical record keeping. Skill in the operation of a variety of office equipment, including operation of a 10-key adding machine, computer or calculator.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; carry, push, reach and lift up to 20 pounds; have hearing and vision within normal ranges.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Range 38
FLSA / Non – Exempt

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