

ACCOUNTING ASSISTANT

JOB SUMMARY

The Accounting Assistant processes and monitors payments and expenditures, ensures finances are accurate and current and vendors are paid within established time limits. The Accounting Assistant follows district, state and federal regulations pertaining to fiscal and accounting requirements.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Accounting Assistant may perform any combination of the following:

- Prepares and processes purchase orders, invoices, reimbursements, and billings for payment.
- Verifies accuracy of charges, account numbers, invoices and other documents.
- Reviews invoices for appropriate documentation and approval prior to financial recognition and payment.
- Enters financial data into accounting system, initiates queries, develops spreadsheets, generates a variety of reports and statements, and maintains automated records and files, ensuring accuracy of input and output of data.
- Compares and reconciles various fiscal statements, records and reports to assure accurate fund accounting; reviews and audits data, records and reports for accuracy and completeness; identifies, researches and resolves errors and discrepancies.
- Reconciles cash and account balances as assigned (e.g., open purchase orders, accounts, vendor statements).
- Researches discrepancies of financial information and documentation (e.g., purchase orders, requisitions).
- Maintains a variety of fiscal information, files and records (e.g., accounts payable, accounts receivable, purchase orders, contracts).
- Monitors fund balances of assigned programs and related financial activity (e.g., open purchase orders) to ensure allocations are accurate and expenses are within budget limits.
- Performs a variety of clerical duties, such as data entry, filing, answering the telephone, composing written communications, and preparing reports.
- Provides information and explains accounting policies and procedures to District personnel, agencies, and vendors.
- Follows district, state, and federal regulations with respect to fiscal/accounting requirements.
- Assist in year-end closing for area of responsibility.
- Process monthly expense and travel reimbursements in accordance with payment policies.
- Assists Accounting staff in the completion of their work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Basic accounting and record-keeping practices.
- Use and processing of purchase orders, requisitions, receivables, invoices and related transactions.

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- District, state, and federal regulations pertaining to fiscal and accounting requirements.
- Arithmetic computations used in accounting.
- Formulas and functions used in electronic spreadsheets.
- Word processing, electronic spreadsheets, accounting systems, electronic calendar and email applications.
- Current, up-to-date Accounting practices and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Accurately process purchase orders, requisitions, receivables, invoices and related transactions.
- Prepare written communications.
- Identify, investigate and resolve financial errors and discrepancies.
- Perform record keeping and general clerical functions.
- Prepare data for records and reports.
- Follow district, state and federal regulations pertaining to fiscal and accounting requirements.
- Maintain, balance, adjust and reconcile accounts.
- Monitor fund balances of assigned programs and related financial activity.
- Prepare invoices, billings and reimbursements for payment.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Respond effectively to requests and inquiries from staff and external parties.
- Communicate effectively both orally and in writing.
- Use current, up-to-date computer-based applications including accounting systems, word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Handle confidential information in a discreet, professional manner.
- Complete tasks thoroughly, accurately and with attention to detail.

EDUCATION

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Courses in accounting preferred but not required.

EXPERIENCE

Two years experience in accounting, cash handling or similar job role.

DISTINGUISHING CHARACTERISTICS

The **Accounting Assistant** is responsible for performing journey-level accounting and related clerical functions at a District level, requiring independent judgment over established functions such as accounts payable.

Differentiation between the Accounting Assistant, Accounting Assistant-ASB, and the Accounting Technician, are distinguished as follows:

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The **Accounting Assistant – ASB** performs responsible and varied ASB-related accounting and clerical functions at a high school.

The **Accounting Technician** is responsible for processing, recording and auditing various transactions and preparing, reconciling and maintaining a variety of financial and statistical records, reports and statements.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

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Auditory ability is required to communicate with others and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None