

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties of average difficulty in the preparation, checking and maintenance of accounting records, support documents and financial and statistical reports within clearly established accounting systems and procedures.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant I classification is the entry level classification in the accounting series and performs routine and repetitive accounting clerical duties of average difficulty. Incumbents may perform clerical accounting activities in support of higher level functions or may be assigned a single accounting function which is highly structured and closely supervised. Incumbents assigned to the classification of Accounting Assistant II perform more complex accounting duties and exercise independent judgment over an established accounting function such as accounts payable, payroll or attendance accounting.

REPRESENTATIVE DUTIES:

1. Assemble, match, sort, tabulate, check and file financial and statistical data.
2. Maintain statistical records; process documents involved in financial transactions; input data into the computer.
3. Assure that District procedures and Board policies are adhered to at all times.
4. Post, balance and adjust accounts; prepare monthly summaries by account number.
5. Answer telephones, refer callers to appropriate parties and provide information; open, sort and route incoming mail; prepare outgoing mail for delivery.
6. Operate a variety of office machines including computer, calculator and typewriter.
7. Assemble financial and statistical data for various reports from files and records.
8. Maintain a variety of records, reports, documents and files.
9. Provide information as requested concerning financial records and transactions.
10. Assist other staff members in maintaining complex accounts.
11. Compile and prepare reports of accounting and statistical data.
12. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices and procedures
- Modern office practices, procedures and equipment
- Use of data processing terminals
- District organization, operations, policies and objectives
- Oral and written communications skills
- Technical aspects of field of specialty

ABILITY TO:

- Learn to interpret applicable sections of State Education Codes
- Apply bookkeeping principles to the maintenance of routine fiscal and accounting records
- Perform clerical work
- Make arithmetic computations with speed and accuracy
- Maintain accurate financial and statistical records
- Operate standard office machines such as typewriter, calculators and computer terminals
- Learn office policies, rules and practices
- Understand and follow oral and written directions
- Type at 40 net wpm from clear copy
- Meet schedules and timelines
- Plan and organize work
- Work cooperatively with others
- Maintain records and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience involving financial or statistical record keeping.

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; work with interruptions by phone calls and people requesting information; lift, carry, pull, push up to 25 lbs.; typical office environment subject to tight deadlines

SALARY RANGE: 57

ADOPTED BY PERSONNEL COMMISSION: August 9, 2000
APPROVED BY BOARD OF EDUCATION: August 28, 2000