

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, perform accounting clerical work of above average difficulty involving financial and statistical record keeping in an assigned area such as accounts payable, payroll, accounts receivable or attendance accounting; perform clerical work including typing and filing.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant II classification is the experienced level classification in the accounting series and performs responsible and complex accounting functions of above average difficulty. Incumbents assigned to this classification are required to exercise independent judgment over an established accounting function. The Accounting Assistant I classification is the entry level classification of the accounting series and performs routine and repetitive accounting clerical duties of average difficulty.

REPRESENTATIVE DUTIES:

1. Maintain a complete set of financial records such as payroll, accounts receivable, accounts payable or other complex District accounts; coordinate related accounting activity with other functions.
2. Verify, balance and adjust accounts; may assist in resolving computer-related problems.
3. Post, assemble tabulate, compare and verify financial and statistical data.
4. Prepare or check warrants, invoices, time records, requisitions, purchase orders and similar documents.
5. Compare, schedule, index and file bills, vouchers, warrants and other records.
6. Prepare and check various statistical or accounting tables and reports.
7. Prepare and type accounting and statistical reports and schedules.
8. Operate a variety of office machines including computer terminal, calculator and typewriter.
9. Prepare and maintain a variety of statistical records and reports; process documents involved in financial transactions.

10. Expedite orders as necessary; discuss invoice adjustments with vendors.
11. Maintain journal accounts, balance, check and correct irregularities.
12. Prepare and verify extensions; post expenses to subsidiary ledgers; and maintain and report on account balances as necessary.
13. Prepare one or more assigned payrolls; assign benefits making all necessary changes, additions or deletions according to District policy.
14. Prepare various financial, accounting and budgetary reports for submission to superiors; accumulate data and prepare narrative explanations.
15. Provide information to employees as requested; provide work direction and guidance to accounting clerical personnel as assigned.
16. Analyze accounts and assist in the preparation and revision of the budget; prepare documentation for input into computerized accounting system.
17. Interpret and apply appropriate accounting rules and regulations; assure accuracy of assigned accounts.
18. Count monies; prepare records of cash; prepare bank deposits; forward monies according to approved procedures.
19. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Accounting practices and procedures
 Modern office practices, procedures and equipment
 Electronic data processing operation
 District organization, operations, policies and objectives
 Oral and written communications skills
 Applicable sections of State Education Codes and other federal, state, county and District laws, policies, rules and regulations
 Technical aspects of field of specialty
 Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Apply bookkeeping and financial record keeping principles to the maintenance of complex fiscal and accounting records of above average difficulty
 Perform clerical work of above average difficulty
 Make arithmetic computations and tabulations 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
- Understand computer-related problems
- Meet schedules and timelines
- Plan and organize work
- Work cooperatively with others
- Prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by courses in bookkeeping and accounting and two years of increasingly responsible experience in 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 and working in difficult interpersonal situations

SALARY RANGE: 63

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