

### Assistant Accountant

#### Basic Function:

Under the supervision of the Chief Business Official or designee, performs a wide variety of complex and responsible accounting and clerical work. Other related work as required. Individual job may not incorporate all job functions.

#### Essential Functions and Responsibilities:

- Processes and researches purchase orders
- Audits invoices, prepares warrant order list and processes purchase order payments through the current accounting system
- Maintains inventory records for the district
- Operates all office equipment and software programs
- Assists in completing financial and statistical reports related to records and accounts
- Gathers, assembles, tabulates and files financial data
- Performs other duties as assigned

#### Qualification Requirement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Skills, Knowledge and Abilities:

##### Ability to:

- Organize and prioritize work
- Meet schedules and timelines
- Adjust to changing circumstances
- Act decisively and accept responsibility for decisions
- Work well with people at all levels
- Work effectively as a team member
- Communicate effectively both orally and in writing
- Ability to manage multiple projects simultaneously

##### Knowledge of:

- Methods, practices and terminology of accounting and financial records, including bookkeeping procedures
- All areas of California school business and accounting practices and procedures
- PC based application software to included spreadsheets, word processing, database management and presentation packages

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Abilities:** The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, bend and twist the neck and trunk more than the average person. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Entrance Qualifications:

1. A combination of three years of advance training and experience in accounting, financial records, secretarial and computer skills is preferred
2. High School diploma or equivalent

Clearances

TB test clearance

California Department of Justice fingerprint clearance

FLSA Status

Non Exempt

Approval Date

December 15, 2010

Salary Grade

Classified Range 16 (position hire date July 1, 2010 or later)

Confidential C-3 (position hire date prior to July 1, 2010)