

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT IV

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts receivable, accounts payable, payroll and purchasing; process and verify various financial forms and documents; assist with balancing assigned accounts as directed.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant IV classification works under the direction of an assigned supervisor and performs complex clerical accounting duties for larger account functions, including audit liaison, high volume bank reconciliations, federal interest reporting and other assigned accounts. The Accounting Assistant IV classification is the highest position in the series. Incumbents work under limited supervision and perform a variety of accounting duties in support of assigned accounts and budgetary functions.

REPRESENTATIVE DUTIES:

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of project financial records, accounts and reports including the project ledger; assure compliance with applicable rules, regulations, policies and procedures.

Prepare and maintain a variety of technical and complex financial and project accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls.

Maintain and monitor assigned project accounts and budgets; reconcile and balance assigned accounts.

Review financial documents to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.

Review financial reports and computer print-outs to assure accuracy and completeness; make corrections and adjustments as necessary.

Assist in the preparation and monitoring of accounts or budgets as assigned; prepare and review account and expense transfers and reconcile and balance assigned accounts.

Provide assistance to other accounting employees in posting, calculating and reconciling financial data.

Coordinate communication and accounting activities with other District departments and personnel, governmental and private agencies and vendors.

Provide information to District personnel regarding various records, accounts and programs; answer questions and resolve problems related to assigned project accounts.

Maintain and file a variety of financial and accounting records, forms, listings and files.

Input a variety of financial and statistical data into computer and verify for accuracy.

May prepare and distribute warrants as necessary.

Audit payroll documents and general ledger accounts as necessary.

May prepare a variety of tax reports for the District, including the Sales and Use Tax report.

Operate a variety of office equipment and machines such as, but not limited to, computer hardware/software, keyboard, 10-key, and calculator.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping principles.

Modern office practices, procedures and equipment.

State, Federal, Education Code, and other applicable laws, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Oral and written communication skills.

ABILITY TO:

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports assuring compliance with applicable rules, regulations, policies and procedures.

Apply auditing and financial record-keeping principles.

Read and interpret various federal and State guidelines or other information pertaining to work.

Operate a variety of office equipment and machines such as, but not limited to, computer hardware/software, keyboard, 10-key, and calculator.

Make arithmetic computations with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Analyze statements, invoices and reports.
Type at 30 words net per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in accounting or bookkeeping and three years governmental accounting experience.

WORKING CONDITIONS:

Office environment subject to frequent interruptions.

Job Study 1/2020