

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform high level accounting work requiring independent judgment and knowledge related to District financial procedures.

DISTINGUISHING CHARACTERISTICS:

The incumbent in the Accounting Assistant ID classification performs accounting work requiring in-depth knowledge concerning technical application of accounting and accounting control principles. The incumbent operates with more freedom to act and is typically assigned complete responsibility for specific accounting functions or special programs and performs lead duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Determine processes for maintaining statistical and financial information with respect to assigned accounts, programs, or special records.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness; communicate issues or problems to supervisors.

Maintain various auditable financial or statistical records related to income, expenditures and assigned accounts; establish and maintain filing systems; prepare, update and submit journal entries for assigned accounts; reconcile reports, receipts and deposit slips for assigned accounts; assure appropriate coding.

Evaluate financial condition of assigned accounts; develop trend information and communicate issues or problems to supervisor.

Monitor and maintain various inventories according to District's requirements.

Audit daily receipts for accuracy and tally receipts for posting.

Process accounts receivable as assigned; receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy.

Prepare invoices for payments; assemble and distribute warrants and other materials with required documents; maintain contact with vendors to resolve discrepancies related to invoices and payments.

Reconcile expenditures and income accounts with the County Office. Prepare and control accounts payable data for County processing.

Process billing as assigned; Communicate accounting activities with District departments, school sites, personnel and outside agencies to exchange information and resolve issues or concerns; serve as liaison with clubs, individuals and school sites regarding billing functions as assigned; sort and distribute mail. Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.

Process cash receipts as assigned; receive, code and verify incoming monies from all departments; prepare and process receipts; check money totals against receipts and invoices to assure accuracy.

Reconcile small number of transactions bank accounts; reconcile billing with reports; provide for the timely delivery of checks, billings, invoices, and other accounting-related materials.

Monitor and maintain various inventories according to District's requirements.

Prepare, audit and deposit monies; reconcile bank statements.

Provide work direction and guidance accounting clerical employees as assigned; provide assistance to other accounting clerical employees, in posting, assembling, tabulating, and reconciling financial data.

Respond to questions from employees and other individuals regarding interpretation of laws, rules, regulations, contracts, and other documents governing District policies.

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

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

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.

Coordinate communication and accounting activities with other District departments and personnel.

Prepare Sales and Use Tax report for the district.

Order and maintain various office and related supplies for assigned function.

Perform other duties as assigned related to the job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in accounting work.
Financial and statistical record-keeping techniques.
Appropriation codes.
Preparation, review and control of assigned accounts.
Preparation of financial statements and comprehensive accounting reports.
State, Federal, Education Code, and other applicable laws, regulations, policies and procedures.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions.
Maintain complex financial records, analyze data and prepare accurate reports.
Read and interpret various federal and State guidelines or other information pertaining to work.
Type at 30 words net per minute from clean copy.
Assemble, organize and prepare data for records.
Verify, balance and adjust accounts.
Process and record accounting transactions accurately.
Operate a variety of office equipment and machines such as, but not limited to, computer hardware/software, keyboard, 10-key, and calculator.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Work independently with little direction.
Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency supplemented by course work in bookkeeping and/or accounting and three years of increasingly responsible experience in financial or statistical record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment subject to frequent interruptions.