

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTING ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of the Director- Fiscal Services, perform routine clerical accounting duties including reproduction, data entry; prepare and distribute site reports; provide assistance to accounting personnel regarding complex account maintenance.

#### **DISTINGUISHING CHARACTERISTICS:**

The Accounting Assistant I classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical accounting duties in support of assigned accounts and budgetary functions. The Accounting Assistant II classification works under general supervision and perform complex clerical accounting duties for larger account functions, including accounts receivable, accounts payable, purchasing and other assigned accounts.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform routine clerical accounting duties including reproduction and data entry; prepare and distribute site reports; provide assistance to accounting personnel regarding complex account maintenance.

Process and log incoming funds from various District and outside sources and input into an assigned database; sort and count currency to verify site totals; write and distribute receipts; maintain related documentation.

Assist in the preparation and maintenance of journals and other financial documents as required; export journals into approved formats; process work orders, purchase orders, payroll and other documents and functions as required and in accordance with District policies and procedures.

Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems; sort and distribute budget reports to District sites as required.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

May provide backup and relief time to the District Central Office Receptionist.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials; sort and distribute mail.

Perform other duties as assigned related to the job description.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods, procedures and terminology used in clerical accounting work.  
Basic financial and statistical record-keeping techniques.  
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.  
Mathematical computations.

**ABILITY TO:**

Perform a variety of clerical accounting duties in support of assigned accounts and functions.  
Maintain accurate financial and statistical records.  
Assemble, organize and prepare data for records.  
Verify, balance and adjust accounts.  
Process and record accounting transactions accurately.  
Operate standard office equipment including a computer and assigned software.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Make arithmetic computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or high school equivalency and one year clerical accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment subject to frequent interruptions.

Job Study-1/2020