

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of accounting-related tasks in support of an assigned special school or program; monitor program expenditures and budgets.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant I class typically provides support to a specific program or special school site which requires monitoring of budgets and expenditures. The Accounting Assistant II class performs a District-wide function requiring accounting experience in the processing of accounts payable or assisting Accounting Technicians on assigned tasks. Accounting Technicians serve in a lead capacity or are assigned a more complex set of accounts in food service, payroll and attendance accounting and benefits.

REPRESENTATIVE DUTIES:

Perform a variety of accounting-related tasks in support of an assigned special school or program. *E*

Type purchase orders and orders for supplies as requested. *E*

Monitor expenditures; maintain control sheets for each account and reconcile with budget reports; recommend adjustments to budget as necessary. *E*

Receive and process payments for services; prepare cash receipts report. *E*

Enter contract and waiver agreements to the computer. *E*

Receive and process inquiries regarding account balances, program policy and budget balances. *E*

Maintain assigned checking accounts; reconcile balances. *E*

Prepare reports as necessary including attendance, fund balances and budgets. *E*

Operate a computer, calculator and other office equipment as assigned. *E*

Maintain inventory of supplies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting practices and procedures.
Account number structure and correct use of object codes.
Modern office practices, procedures and equipment.
Operation of a computer terminal and other office equipment.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform routine clerical accounting duties in the maintenance of assigned accounting records.
Add, subtract, multiply and divide quickly and accurately.
Maintain accurate financial and statistical records and compile data from clearly indicated sources.
Operate assigned office equipment.
Learn and apply office policies, rules and practices.
Understand and follow oral and written directions.
Prepare data processing input documents rapidly and accurately.
Meet schedules and time lines.
Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Education: **High School graduate or the equivalent.** Proof required.

Experience: One year of clerical experience involving financial or statistical data.

Testing: **Passing score on District Accounting Assistant I test.**

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.