

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ACCOUNTING ASSISTANT II

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of accounting duties in support of a District-wide accounting activity such as accounts payable; assist other accounting personnel on assigned accounts.

#### 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:

Review and process accounts payable, accounts receivable and related documentation; match purchase order, receiver and other documentation with invoice to assure payments are made in accordance with District policy. *E*

Maintain files regarding open purchase orders or other assigned accounts. *E*

Process invoices regarding utilities, contracted services and equipment; assure proper approvals and documentation. *E*

Encumber accounts; reconcile payment batches with County documentation. *E*

Assist Accounting Technicians in such areas as payroll and provide general support to other accounts as assigned. *E*

Resolve discrepancies and issues with District personnel, vendors and others regarding balances and payments. *E*

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

Make bank deposits; balance deposit to sub-accounts as necessary.

Provide accounting support to specific fund or projects as assigned to prepare complete accounting reports.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Clerical accounting principles and techniques involved in financial record-keeping, monitoring and control.  
Preparation, maintenance, verification and processing of accounts receivable and accounts payable documents.  
Account number structure and correct use of object codes.  
Preparation of financial statements and accounting reports.  
Applicable laws, rules and regulations.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Operation of a computer terminal and other office equipment.  
Financial and statistical record-keeping techniques.

ABILITY TO:

Perform complex accounting duties in the maintenance of assigned accounts.  
Verify, balance and adjust accounts.  
Process and record accounting transactions accurately.  
Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.  
Operate assigned office machines.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Complete work with many interruptions.  
Type at an acceptable rate of speed.  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

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

Experience: Three years of accounting clerical experience.

Testing: **Passing score on District Accounting Assistant II 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.