



## JOB DESCRIPTION

### Accounting Assistant II, Administrative Services



<b>Reports to:</b>	Maintenance, Operations and Transportation Manager	<b>Employment Group / Salary Range:</b>	CSEA Range N
<b>Dept:</b>	Admin Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	9/15/23 10/2/23

#### PRIMARY FUNCTIONS

Under general supervision, provides districtwide support, maintains financial records and ensures District invoices are paid in a timely manner; performs technical accounts payable duties and recordkeeping; and performs related duties as assigned.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Prepares maintenance, custodial and grounds requisitions, purchase orders and other similar supporting accounts payable functions including employee travel reimbursements; contacts vendors and employees to resolve discrepancies; reviews invoices and submits to Fiscal Services to ensure invoices are paid in a timely manner in accordance with an approved purchase order.
- Compiles and reviews timesheets from maintenance, custodial and grounds employees; verifies hours; and submits to Fiscal Services for processing.
- Conducts research as assigned for such matters as incorrect purchase orders, researches and responds to vendor inquiries and other department staff regarding operational accounts payable transactions including: maintenance, grounds, and custodial purchases.
- Contacts vendors and service providers to gather quotes for maintenance and operations.
- Reviews state websites to monitor and request DIR numbers for projects, as well as ensuring that vendors are inputting all required compliance documents such as prevailing wage reports.
- Researches and recommends equipment and supply purchases as appropriate.
- Contacts vendors to safely dispose of hazardous waste, chemical and biological materials.
- Compiles information and computer statistical information for federal, state and District reports and special projects.
- Assists maintenance and operations and custodial departments with purchasing, budgeting and accounting procedures.
- Assigns, tracks and monitors all work orders as needed.
- Schedules and tracks all safety training, CRISIG training and facilities inspections.

**OTHER DUTIES**

- Performs recordkeeping and general clerical support functions including printing and duplication services, scanning, typing and maintaining physical and electronic filing systems.
- Performs related duties as assigned.

**QUALIFICATIONS****Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent plus college-level accounting, finance or business classes and one year of experience performing financial or statistical recordkeeping or cashiering duties; or an equivalent combination of training and experience. An associate degree is preferred.

**Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

**KNOWLEDGE, SKILLS AND ABILITIES****Knowledge of:**

- District payroll and general accounting systems operations, practices and procedures applicable to recording accounts payable, accounts receivable and related financial transactions.
- Customer service practices and telephone etiquette.
- Financial records management, recordkeeping and filing.
- District policies, procedures and rules related to accounting and financial recordkeeping, budgeting, purchasing and expense reporting.

**Skills and Abilities to:**

- Make calculations and tabulations and review fiscal documents accurately and rapidly.
- Prepare clear and accurate financial and statistical records and reports.
- Follow established financial and accounting procedures and controls.
- Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; and work with frequent interruptions and under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***