

Job Description

Alameda Unified School District

Accounting Assistant

Purpose Statement

The job of Accounting Assistant is done for the purpose/s of providing support for department functions with specific responsibility for performing activities related to the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to other personnel.

This job reports to Assigned Administrator

Essential Functions

- Compiles financial information related to payables (e.g. expense reports, purchase requisitions, etc.) for the purpose of researching discrepancies and processing payable.
- Maintains financial information, files and records (e.g. purchase orders, invoices, accounts payable warrants, shipment verification, expense reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Notifies staff, vendors and/or outside entities of District procedures for the purpose of ensuring prompt and accurate transaction processing.
- Prepares written materials and electronic financial information (e.g. warrant reports, procedures, transmittals, vendor 1099, sales tax, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes invoices and credit memos for the purpose of authorizing for action and/or complying with established district policies and accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Responds to inquiries regarding procedures and status from a broad spectrum of sources (e.g. staff, administration, service provider, tax agencies, etc.) for the purpose of providing requested information or referral to appropriate area.

Other Functions

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and

understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Salary Grade

34

Revised Date