



Excellence for all.

Job Title: Accounting Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Assistant Director of Finance and/or assigned designee, perform accounting duties involving accounts payable, accounts receivable, payroll and other accounts; prepare accounting reports; monitor assigned accounts; prepare and maintain a variety of financial records, statements, and reports. The Accounting Assistant classification performs diversified accounting work with independent responsibility for assigned accounts within an accounting function or department. Incumbents are cross-trained and may be rotated to such functions as accounts payable, payroll and accounts receivable.

Distinguishing Characteristics:

The Accounting Assistant is the entry-level class in the classification series. Incumbents in this classification perform diversified accounting work with independent responsibility for assigned accounts within an accounting function or department. Incumbents are cross-trained and may be rotated to assist with payroll, while maintaining primary functions of accounts receivable and payable. The Accounting Technician classification is distinguished from the Accounting Assistant position by the level of responsibility and involves more account analysis, greater understanding of accounting practices and overall accountability for assigned accounts and serves as a lead in payroll functions.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Maintain computerized journals and ledgers of income, expenditures, and encumbrances for assigned accounts.
- Prepare and verify warrants, payrolls, invoices, time records and other fiscal documents.
- Open, verify, balance, and adjust accounts; correct irregularities; resolve discrepancies.
- May assist with processing various District payrolls, including monitoring of computer entry from time sheets, resolving discrepancies in the balancing and verification of payroll warrants.
- Reconcile monthly ledgers provided by sites against receipts and post to Escape.
- Respond to inquiries from District employees concerning pay, travel claims, purchase orders, conference attendance applications and other business office inquiries; resolve conflicts.
- Audit contracts for compliance with County requirements; prepare documentation and reports; coordinate the collection of developer's fees.
- Participate in accounts receivable and accounts payable functions; account for Board approved cash donations; deposit money and complete documentation for the County Office.
- Prepare and reconcile accounts payable; enter data into computer; balance, print and distribute checks.
- Maintain inventories; verify receipts against orders.
- Authorize vendors for repair of food service equipment; prepare specifications and bid forms; distribute to school sites.

- Prepare a variety of financial reports and statements through the use of computerized spreadsheets.
- Perform special financial and statistical surveys and studies as assigned.
- Communicate with department supervisors and the public. Report any issues to department supervisors.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Basic accounting and bookkeeping.
- District accounting and related procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform a variety of arithmetic calculations.
- Work cooperatively with others.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Operate standard office equipment including a calculator and computer.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and two years accounting experience. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office Environment

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person or on the phone. Sitting for extended periods of time. Seeing to read a variety of financial materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 124

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023

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