

MERCED CITY SCHOOL DISTRICT**CLASS TITLE: ACCOUNTING ASSISTANT****BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, perform a variety of responsible accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and payroll documents, reports and materials.

REPRESENTATIVE DUTIES:

Maintain a set of financial records related to an area of accounting such as accounts payable, payroll, or other assigned accounting support area; coordinate assigned area with other accounting functions. *E*

Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures. *E*

Prepare, verify and account for assigned portions of the District payroll. *E*

Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports. *E*

Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents. *E*

Interact with vendors and District personnel to research discrepancies, correct errors and resolve issues. *E*

Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed. *E*

Input financial and statistical information into an automated accounting system. *E*

Operate a variety of office equipment including typewriter, calculator, copier, computer terminal. *E*

Perform related duties as assigned.

Employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Accounting Assistant works under the direct supervision of the Director/Department Administrator. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Basic accounting practices, procedures and terminology.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Data processing applications to accounting functions.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal.
Applicable sections of the State Education Code and other applicable laws.

ABILITY TO:

Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.
Maintain financial records, review and verify data and prepare accurate reports.
Apply and explain rules, regulations, policies and procedures involved in assigned activities.
Compare numbers and detect errors efficiently.
Make arithmetic computations with speed and accuracy.
Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform statistical typing accurately.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work and in financial record-keeping and two years experience in maintaining automated financial and statistical records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; seeing to collect money, make change and read, post and assure the accuracy of figures, records, and documents; hearing and speaking to exchange information.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: July 7, 1975
Policy Revised: March 3, 1981
Policy Revised: June 5, 1984
Policy Revised: April 4, 1995