



Job Description

Marin County Office of Education

Accounting Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Accounting Assistant is done for the purpose/s of providing support to department activities; compiling, maintaining, and reconciling assigned financial information; researching discrepancies; preparing written and electronic financial information and generating periodic reports; and, transporting, receiving, and/or delivering financial documents or materials.

This Job reports to Assigned Supervisor

Essential Functions

- Compiles financial information related to work assignments for the purpose of providing required documentation, periodic reports, and/or processing information.
- Maintains assigned financial information, files, and records for the purpose of ensuring the availability of documentation in compliance with established practices.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written and electronic financial information and periodic reports for the purpose of performing required activities, providing documentation for future reference, conveying information, and complying with established administrative requirements.
- Processes and reviews financial information (e.g. inputs stop payment/reissue checks, employment verification, status change/terminations, proper coding, etc.) for the purpose of ensuring accuracy, updating and distributing information, authorizing for action, and/or complying with established accounting practices.
- Provides assistance with researching discrepancies of financial information and/or documentation (e.g. audits, bank balances, checks, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Reconciles financial data (e.g. bank statements, deposits, missing checks, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Responds to written and verbal inquiries for the purpose of providing information and/or appropriate referrals.
- Transports a variety of items (e.g. bank deposits, mail, records/files, supplies, etc.) for the purpose of receiving and/or delivering materials as required.

Other 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: applying county, state and federal policies and regulations; operating standard office equipment; performing basic bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

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 multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and standard office practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; 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 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade