SAN MATEO COUNTY OFFICE OF EDUCATION

FLSA: Non-Exempt

ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, performs a variety of clerical accounting support in the preparation, processing, and maintenance of accounting and/or financial records; reviews, processes, and/or prepares purchase requisitions, purchase orders, invoices, and other related items according to prescribed policy and procedures; posts and/or reconciles financial transactions to accounts or journals or ledgers; makes arithmetical calculations and verifies totals; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical duties in support of related accounting functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of clerical accounting support in the preparation, processing, and maintenance of accounting and/or financial records.
- Reviews, processes, and/or prepares purchase requisitions, purchase orders, invoices, and other related items according to prescribed policy and procedures; receives, assembles, and reviews related appropriate documentation and requests additional information as needed; distributes as related items as directed.
- Posts and/or reconciles financial transactions to accounts or journals or ledgers.
- Makes arithmetical calculations and verifies totals; checks arithmetical accuracy of claims, expenses, reimbursements, or deposits; checks and corrects accounts or numerical records for arithmetical errors or proper coding.
- Prepares documentation for payment; confers with appropriate parties as necessary; enters and verifies data into the appropriate financial system to produce payment; prepares payments for mailing/transfer and files copies with backup.
- Sorts and distributes incoming mail and related checks; verifies, processes, and resolves any issues.
- Enters and maintains a variety of fiscally related information into databases, systems, and/or spreadsheets; maintains fiscal records and files.
- Performs general clerical duties, which may include preparing routine correspondence and/or

mailings; maintaining office supplies and assisting in scheduling department calendars; filing and/or performing other related activities.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in accounting, or a related field; and

- Two (2) years of clerical accounting experience.

Licenses and Certifications:
This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Basic accounting practices, procedures and terminology.
- Business arithmetic and basic financial and statistical techniques.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform accounting support work for various accounts and functions including accounts payable and accounts receivable accurately and in a timely manner.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Interpret and review accounting and/or financial information to identify discrepancies and find solutions.
- Maintain and verify records and financial data accurately and timely.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, to effectively perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.