

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of routine fiscal-clerical duties in support of assigned accounts and functions such as accounts payable, accounts receivable, billings, or cash transactions for an assigned district department or program; maintain related financial and statistical records and files.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant I is the entry-level position in this series. Incumbents work under immediate supervision and perform routine fiscal-clerical duties. **Accounting Assistant II** classification is the advanced-level position in the series. Incumbents work under close supervision and perform a variety of clerical-accounting duties in support of assigned accounts and functions typically within a single department or program. **Accounting Assistant III** classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex-clerical accounting duties with accountability for assigned accounts on a District-wide basis.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of routine fiscal-clerical duties in support of assigned accounts and functions such as accounts payable, accounts receivable, attendance accounting, and/or cash transactions; prepare, compute, process and verify various financial forms and documents; assist with balancing assigned accounts as directed.

Assemble, match, sort, tabulate, check and post financial and statistical data such as income and expenditures; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.

Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems.

Process accounts receivable as assigned; prepare billings for program participants; receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, procedures and terminology used in clerical accounting work.

Basic financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing.

Maintain accurate financial and statistical records.

Assemble, organize and prepare data for records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, or equivalent, and one year clerical-accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read, prepare and assure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Kneeling, bending the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and materials.

Pushing, pulling, lifting and carrying supplies and equipment.
Regularly lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen