



Position: Accounting Assistant	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Controller or other assigned supervisor	Salary Range: 21

DESCRIPTION:

Under the direction of the Controller or other assigned supervisor, perform a variety of responsible accounting duties related to special funds and accounts, budget accounts, accounts payable, accounts receivable, and cashiering specific to assigned position; receive, post, balance, and reconcile financial transactions; assist in the preparation and processing of financial and statistical documents, records and materials.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Perform a variety of responsible accounting duties.
- Perform a variety of calculations and financial and statistical record-keeping utilizing databases and spreadsheets as appropriate
- Verify accuracy of financial and numerical data and follow-up on issues of inaccuracy and discrepancy.
- Receive and disburse cash according to established procedures; refund or bill students for fees due; distribute financial aid checks; prepare bank deposits and reconciliations; enter appropriate data into computer and post to proper account.
- Interpret, explain, and apply appropriate rules, regulations, and practices; provide information to District employees, vendors, and others.
- Perform a variety of general clerical responsibilities including typing, receiving visitors, and answering the phone;
- Prepare and maintain end-of-year and periodic records, reports, documents, and files; distribute reports and documents as assigned.
- Operate standard office equipment including a computer, typewriter, calculator, copier, postage machine, cash register, and credit card machine.

- Cross-train in different areas of accounting responsibility including accounts payable, accounts receivable, and cashiering.
- Perform other job-related duties as assigned.

Duties Specific to Accounts Receivable Assignment:

- Perform a variety of accounting duties related to the processing of District accounts payable;
- Maintain financial and statistical records related to accounts payable and coordinate with other accounting functions.
- Serve as back-up cashier; receive, count, balance, and post financial transactions to proper account and ledger; enter inventory and financial data to proper account; adjust accounts as needed.
- Prepare and maintain account records for budget and other accounts; post financial data and prepare reports as it relates to travel check requests and reimbursements, invoicing, and collections.
- Contact vendors regarding inquiries and discrepancies related to credit card reconciliation, invoicing, and collections.
- Prepare cash boxes for the sale of tickets and supplies; collect, reconcile, deposit, and post monies received; perform a variety of clerical duties related to student events and activities.
- Assure payments, receipts, and documentation are in accordance with District, county, state and federal laws, regulations, and procedures.
- Maintain budget records and post receipts and expenditures according to established procedures; verify proper authorization, account codes, and availability of funds for requisitions; post to proper computerized account and process as appropriate.
- Prepare a variety of District financial and statistical records and documents related to aging reports for accounts receivable.

Duties Specific to Accounts Payable Assignment:

- Perform a variety of accounting duties related to the processing of District accounts payable.
- Maintain financial records related to accounts payable and coordinate these areas with other accounting functions.

- Receive, count, balance, and post financial transactions to proper account and ledger; enter inventory and financial data to proper account; adjust accounts as needed.
- Prepare and maintain account records for budget and other accounts; post financial data and prepare reports as it relates to accounts payable data entry.
- Inspect invoices for accuracy and verify receipt of goods as ordered.
- Contact vendors to discuss billing and receipt issues; clarify issues and exchange information as needed; research statements received from vendors and inspect invoices received for supporting codes and documentation.
- Process utility bills and travel expenses for payment; research issues of concern or inaccuracy; compile and input data; secure appropriate authorization for payment.
- Prepare and maintain a variety of records and reports related to accounts payable function.
- Annually review and prepare 1099 reports.

Duties Specific to Cashier Assignment:

- Maintain financial records related to cashier duties, reconcile web-based payments, and coordinate these areas with other accounting functions.
- Receive, count, balance, and post financial transactions to proper account and ledger; enter inventory, financial and statistical data to proper account; adjust accounts as needed.
- Prepare and maintain account records for budget and other accounts; post financial data and prepare reports as it relates to receiving payments in person or online and reconciliation of petty cash.
- Perform a variety of accounting duties related to the processing of District accounts payable in areas of student refunds and financial aid processes.
- Inspect invoices for accuracy in areas of student refunds and financial aid processes.
- Contact persons or organizations to discuss billing and receipt issues related to billing for students they are sponsoring to attend classes; clarify issues and exchange information as needed; research statements received and inspect invoices received for supporting codes and documentation.
- Assure payments, receipts, and documentation are in accordance with District, county, state and federal laws, regulations, and procedures.
- Maintain budget records and post receipts and expenditures according to established procedures; verify proper authorization, account codes, and availability of funds for requisitions; post to proper computerized account and process as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, procedures, and terminology used in assigned accounting duties.
- Financial and statistical record-keeping techniques.
- Accounting practices and procedures.
- Modern office procedures and practices, including filing systems, reception and telephone techniques and etiquette, and letters and report writing techniques.
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices.
- Basic arithmetic functions.
- Business English usage, spelling, grammar, and punctuation.

Skills and Abilities to:

- Perform accounting procedures of intermediate difficulty in the maintenance of assigned accounts with accuracy.
- Prepare and maintain accurate financial and statistical records.
- Verify, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Operate a computer and applicable software.
- Prepare financial statements and other technical financial reporting documents.
- Operate office equipment such as a calculator, typewriter, computer keyboard, and copier.
- Plan and organize work.
- Work confidentially with discretion.
- Add, subtract, multiply, and divide quickly and accurately.
- Learn, apply, and explain policies, procedures, rules, and regulations.
- Answer telephones and greet the public courteously.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Demonstrate positive interpersonal skills using tact, patience, and courtesy.
- Prioritize and complete all work with minimum supervision and ensure that accurate records and documents are completed and updated within required timetables.
 - Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Communicate in English, clearly and concisely, both orally and in writing.
- Operate modern office equipment including computer.
- Perform mathematical calculations with speed and accuracy.
- Plan, formulate, and execute clerical procedures and directives in accordance with assigned duties and office policies; maintain accurate and neat records.
 - Follow rules, laws, and policies and apply them with good judgment in a variety of procedural situations.
 - Learn new tasks and skills.
 - Handle information in a discreet and confidential manner.
 - Analyze situations accurately and adopt an effective course of action.
 - Exercise reasonable judgment in unusual circumstances.

- Work independently and function effectively within a team setting.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent education, and
- Two years of responsible bookkeeping or accounting experience, or comparable experience that has provided the employee with the required knowledge and abilities to successfully perform job duties.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability.

WORKING CONDITIONS:**Environment:**

Office setting with a combination of private offices, cashiering space, and cubicles of co-workers in the same room, services the accounting needs of other employees and students.

Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time
- Vision sufficient to read printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical mobility sufficient to move about the work environment
- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.