



**CLASS TITLE: ACCOUNTING ASSISTANT I
UNIT 1**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing activities; maintain related financial and statistical records and files.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant I classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety routine accounting duties in support of assigned accounts and functions typically for a single program. The Accounting Assistant II classification work under general supervision and perform a variety of accounting duties typically with responsibility for assigned accounts. The Accounting Assistant III classification is the advanced-level position in the series. Incumbents work independently and perform technical accounting duties in the review, evaluation and adjustment of assigned accounts for a large District function or department.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing activities; prepare, compute, process and verify various financial forms and documents; assist with balancing assigned accounts as directed.

Assemble, match, sort, tabulate, check and post routine financial 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; post and manage data with regard to various District and facility projects as assigned; establish and maintain filing systems.

Process accounts receivable as assigned; 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.

Assist in receiving, reviewing, processing, sorting and filing purchase orders and invoices as assigned; prepare invoices for payments; maintain contact with vendors to resolve discrepancies related to invoices and payments.

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

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



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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 and one year clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.