



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

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing and related activities for an assigned District department or program; prepare and maintain a variety of financial and statistical records and reports.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of assigned accounts and functions for an assigned District department or program such as Purchasing/Transportation; review accounts for errors and make appropriate adjustments.

Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receipts; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

Perform a variety of activities involving the purchase of supplies, equipment and commodities as assigned by the position; receive, store and issue equipment, supplies and commodities according to established procedures and time lines; provide information to District staff regarding order and delivery dates for stock and non-stock purchase orders.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.

Process accounts receivable as assigned; collect, receive, code and verify incoming monies; receive and process various fees and payments in person, via mail, or on the telephone; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare invoices and arrange for billings as directed.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.



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Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, shipping/receiving, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Communicate with personnel 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:

Methods, procedures and terminology used in clerical accounting work.
Policies and objectives of assigned program or department.
Financial and statistical record-keeping techniques.
Preparation, review and control of assigned accounts.
Preparation of financial statements and comprehensive accounting reports.
Data control procedures and data entry operations.
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.
Arithmetic computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions.
Prepare and maintain accurate financial and statistical records and reports.
Verify, balance and adjust assigned accounts.
Compare numbers and detect errors efficiently.
Reconcile, balance and audit assigned accounts.
Assemble, organize and prepare data for records and reports.
Process and record accounting transactions accurately.
Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
Operate standard office equipment including a computer and assigned software.
Understand and follow oral and written instructions.



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Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years 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.