



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

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in an assigned area such as: Payroll/Attendance, Accounts Payable/Receivable, or Purchasing/Transportation. Specialized accounting duties in an area may include: review, analyze, maintain, and adjust assigned funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records in the assigned area, and prepare reports and statements in support of the assigned area's accounts and activities.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant IV classification is the most advanced-level position in the series. Incumbents work independently and perform technical accounting duties in the review, evaluation and adjustment of accounts for a large District area/department such as: Payroll/Attendance, Accounts Payable/Receivable, or Purchasing/Transportation. The Accounting Assistant IV classification contains all of the characteristics and representative duties of the Accounting Assistant III classification, with specific department responsibilities as described below. 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 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 WITHIN ASSIGNED DISTRICT AREA/DEPARTMENT:

Perform a variety of specialized accounting duties for a specific District area/department such as: Payroll/Attendance, Accounts Payable/Receivable, or Purchasing/Transportation. Specialized accounting duties may include: review, analyze, maintain and adjust area/department designated funds and accounts; audit accounts for errors and make appropriate adjustments; review, adjust and assure accuracy of journal entries; and initiate fund transfers as required by the area/department.

Review and evaluate assigned financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; review accounts, identify errors and make appropriate adjustments.

Research, compile, prepare and revise accounting data; monitor, evaluate and reconcile assigned funds and accounts; code, verify and update accounts to reflect income, transfers and expenditures; reconcile various fiscal statements to assure accurate fund accounting.

Prepare, print and process various warrants according to established procedures as assigned by the position; post voucher batch to general ledger as appropriate; analyze expenses to determine appropriate procedures; notify appropriate personnel of discrepancies or related issues; prepare and submit related reports to appropriate department or agency.

Prepare and submit State payroll and attendance reports as assigned by the position; audit contracts and other attendance data; maintain and process various financial attendance



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

accounting and payroll records such as time cards, payroll sheets and employee attendance sheets; receive, verify and reconcile attendance data from schools.

Prepare and maintain a variety of financial, statistical and narrative records, statements, files and reports related to accounts, funds, revenue, expenditures, reconciliations and assigned activities; compare and evaluate financial records to identify and resolve discrepancies.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; process and analyze a variety of financial forms, applications and statements; audit invoices for accuracy and completeness regarding cost calculations.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Serve as a technical resource to personnel, outside agencies and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.

Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.

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 administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

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

An Accounting Assistant IV assigned Payroll responsibilities will:

Provide all necessary materials and staff training for payroll-related modules.

Implement new payroll-related modules as needed.

Interface with the San Diego County Office of Education to insure functionality of any payroll-related modules.

Troubleshoot any problems occurring with payroll-related modules.

Provide support for employees to use an appropriate Employee Self-Service System (ESS).

Support all employees with user IDs and passwords necessary utilize the District's Employee Self-Service system.

OTHER DUTIES:

Perform related duties as assigned.



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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in specialized accounting work for assigned area/department.

Generally accepted accounting principles, practices and procedures.

Preparation, review and control of assigned accounts.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Record retrieval and storage systems.

Policies and objectives of assigned programs and activities.

General accounting and business functions of an educational organization.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Technical aspects of field of specialty.

Arithmetic computations.

Methods and best practices for employee training.

ABILITY TO:

Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of assigned funds and accounts.

Prepare and audit a variety of financial and statistical reports, statements and records.

Reconcile, balance and audit assigned accounts.

Prepare and analyze comprehensive accounting statements and reports.

Maintain accurate financial and statistical records.

Calculate, post and adjust journal entries including income and expenditures.

Compare numbers and detect errors efficiently.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Resolve financial issues, errors and discrepancies.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform arithmetic calculations quickly and accurately.

Plan and organize work.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical accounting experience.

WORKING CONDITIONS:



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

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