



Accounting Assistant I

Accounting Assistant II

DEFINITION

Under direct or general supervision prepares processes and maintains routine financial and accounting records and reports; using an Enterprise Resources Planning (ERP) accounting system; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I is the entry level in this Accounting Assistant series in which individuals with developed clerical and accounting skills perform routine accounts payable duties and prepare and maintain routine accounting reports. As experience and proficiency are gained, assignments become more varied and are performed under more general supervision. Incumbents may advance to Accounting Assistant II after gaining experience and demonstrating proficiency that meet the qualifications of the higher level class.

Accounting Assistant II is the journey level in this class series, able to perform a full range of accounting assistant duties in an accounting office setting. Established accounting, bookkeeping, and clerical procedures and policies are followed, although incumbents must select the appropriate application, and supervision is available in difficult or non-standard situations. This class is distinguished from Accounting Assistant III, which is the advanced journey class, performing the more advanced accounting work, accounts receivable and backup to payroll duties.

Positions in the Accounting Assistant class series are flexibly staffed; positions at the Accounting Assistant II level are normally filled by advancement from the Accounting Assistant I level; progression to the Accounting Assistant II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Accounting Assistant II level.

EXAMPLES OF DUTIES

Positions at the Accounting Assistant I level may perform some of these duties and responsibilities in a learning capacity.

Typical duties are divided among completion of clerical, accounting and bookkeeping

functions and may include but are not limited to the following:

- Prepares, processes and maintains a variety of financial records and reports;
- gathers, researches and verifies financial data and information from records and files;
- prepares schedules; indexes and files invoices, checks and documents;
- assists in preparing accounting reports;
- verifies, codes and processes various accounting documents such as invoices for payment, cash receipts and credit card statements;
- uses a personal computer to enter, access, and update information;
- prepares and codes invoices for entry; enters accounts payable invoices; communicates with District personnel and vendors regarding invoices, credit memos, purchase orders, receiving documents, etc.;
- collects, verifies, and reconciles encumbrances, accounts payable, purchase orders, vendor invoices, receiving reports and related accounting documents;
- prepares and enters accounts payable and cash receipts journal entries;
- reviews completed work for compliance with established procedures and accuracy;
- may provide direction and/or training to other personnel;
- understands and carries out written and oral instructions; and
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

Positions at the Accounting Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Basic accounting, bookkeeping, and clerical procedures, concepts and terminology;
- methods and practices of accounts payable, cash receipts and purchase order record-keeping and systems;
- basic mathematical functions;
- integrated accounting software systems
- office methods, practices, procedures and equipment;
- federal and state reporting requirements for vendor payments;
- state sales tax regulations; and
- proper spelling, grammar, punctuation, and writing practices.

Ability to:

- Perform basic mathematics accurately and quickly;
- perform accounting and clerical work of varying degrees of difficulty with speed and accuracy;
- verify, enter, and reconcile data;
- understand and carry out written and oral instructions;

- operate a personal computer and utilize a computer-based accounting system and word processing and spreadsheet software;
- operate a variety of standard office equipment such as fax machine, printer, typewriter, and 10-key calculator;
- train other personnel on routine assignments, and review such assignments for completeness and accuracy; and
- establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Accounting Assistant I

Completion of the twelfth grade or its equivalent; and
one year of general clerical experience involving accounting or financial record-keeping.

Accounting Assistant II

Completion of the twelfth grade or its equivalent; and
two years of clerical experience involving accounting, bookkeeping, payroll, or other financial records.

INTERNAL PROMOTIONAL CRITERIA:

For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109);

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires

that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 1988
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Approved by: Human Resources Manager