



Classification Specification

ACCOUNTING ASSISTANT I

Department:	Multiple District Departments
Reports To:	Department Director, Supervisor or Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform responsible clerical accounting work in support of district departments including, food services, student body accounts, attendance, revolving cash, accounts payable and receivables; monitor and maintain financial records, documents, and assigned accounting databases; prepare and record financial statements; process ledger journal entries; process payments of accounts payables.

Distinguishing Characteristics:

The Accounting Assistant I classification is the entry-level position in the series. The incumbent works under close supervision and performs a variety of clerical accounting duties, including entering account data and preparing accounting statements in support of assigned accounts and functions. The Accounting Assistant II classification is the more advanced position in the series. Incumbent works under general supervision and perform moderately complex clerical accounting duties, including compiling, evaluating, and maintaining financial documents and records of financial transactions. The Accounting Assistant II class may additionally perform accounts payable, accounts receivable, general ledger or other accounting clerical functions.

Essential Duties and Responsibilities:

- Perform accounting tasks related to a variety of funds, including general accounting, revolving cash, food services, student body funds, and accounts payables and receivables.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.
- Prepare receipts for funds.
- Prepare and release payments for various accounts.
- Audit, record, and process claims for reimbursement by district employees.
- Reconcile and maintain the proper revolving account balances.
- Process payment of accounts payable accounts.

- Prepare reports to reconcile bank accounts daily; prepare bank reconciliation worksheet.
- Prepare and enter the reimbursement claims.
- Prepare and calculate meals per labor hour as required.
- Prepare profit and loss statement for departments and sites.
- Process free and reduced lunch applications.
- Maintain cafeteria accounts.
- Perform other accounting work involving student funds and payment.
- Work closely with the associated student body (ASB), student council students, and Teachers.
- Prepare and record warrants, memos, letters, purchase orders, and other items as needed.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.
- Maintain contact with vendors and outside agencies.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, computer, and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Basic methods, procedures and terminology used in clerical accounting work.
- Basic financial and statistical record-keeping techniques.
- Computer programs used for word processing, accounting, information systems, and data processing.
- Bookkeeping principles, practices, and terminology in financial record keeping.
- Modern office methods, practices, and procedures.
- Telephone techniques and etiquette.
- District and departmental practices and procedures related to the assignment.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- 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.
- Type or input data accurately at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Maintain accurate financial and statistical records.
- Assemble, organize and prepare data for records.
- Verify, balance and adjust accounts.
- Total and balance ledgers, bank statements and statistical data.
- Understand and carry out 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.

- Maintain cooperative relationships with those contacted in the course of work.

Education: High school graduation or the equivalent GED, supplemented by coursework in bookkeeping or financial record keeping. College level education in a job-related field may be substituted for the required experience on a year-to-year basis.

Experience: One (1) year of experience performing clerical accounting functions.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Normal levels of ambient noise.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Perform repetitive motion related to keyboard entry or typing; operate office equipment.
- Work at a table or desk for extended periods.
- See for the purpose of reading.
- Hear and understand at normal levels; communicate so that others can clearly understand normal conversation.
- Reach in all directions.
- Bend, twist, stoop or kneel, stand and or walk around for extended periods of time, as needed.
- Lift and carry objects up to 30 lbs. in weight, as required.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.