Accounting Assistant

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and related documents, reports and materials.

REPRESENTATIVE DUTIES:

1. Maintain a set of financial records related to an area of clerical accounting such as accounts payable, school accounting, ASB, food services, bookstore or other assigned accounting support area.

2. Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.

3. Collect, receipt, record and deposit monies for assigned accounts; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.

4. Review, audit and process various requests for payment.

5. Compile, process and compare financial and statistical data; verify availability of funds.

6. Prepare, maintain and file various spreadsheets, forms, lists, records, reports and other documents as assigned; input financial and statistical information into an automated accounting system.

7. Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.

8. Provide general information in person or by telephone regarding accounting policies, procedures and practices to District employees, vendors and others.

9. Operate a variety of office equipment including typewriter, calculator, copier, computer terminal and others as assigned.

10. Attend a variety of meetings as assigned.

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Basic accounting practices, procedures and terminology.

2. Financial and statistical record-keeping techniques.

3. Modern office practices, procedures and equipment.

4. Data processing applications related to accounting functions.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.

6. Interpersonal skills using tact, patience and courtesy.

7. Operation of a computer and assigned software.

8. Basic auditing procedures.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.

3. Maintain financial records, review and verify data and prepare accurate reports.

4. Apply and explain rules, regulations, policies and procedures involved in assigned activities.

5. Compare numbers and detect errors efficiently.

6. Make arithmetic computations with speed and accuracy.

7. Operate a computer and other office equipment.

8. Meet schedules and time lines.

9. Communicate effectively both orally and in writing.

10. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: College-level course work in accounting and two years experience in maintaining financial and statistical records.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read various materials.

4. Sitting for extended periods of time.

DATE APPROVED: March 1, 1999

RANGE: N-40

EEO-CATEGORY: H-40