

## ACCOUNTING ASSISTANT I

### BASIC FUNCTION:

Under the direction of an Assistant Principal, assist the Student Body Bookkeeper in performing duties involving student body accounts including posting, balancing and reconciling accounts; collect, count and receipt monies received from students.

### DISTINGUISHING CHARACTERISTICS:

Incumbents in the Accounting Assistant I class perform clerical accounting activities related to student body accounts under the leadership of the ASB Bookkeeper. Accounting Assistant II incumbents perform duties in the area of accounts payable and other accounting functions. Accounting Assistant III incumbents perform responsible accounting work in the financial and statistical record keeping related to payroll.

### REPRESENTATIVE DUTIES:

- Perform duties involving student body accounts including posting, balancing and reconciling accounts. **E**
- Collect monies and maintain student body cash collection records; count and receipt collections; balance money with ledger sheets and make deposits. **E**
- Assist with fund-raisers, ticket sales, ASB card sales, dances and other student body activities as required; prepare cash boxes and ticket receipts and reconciliations for sales, events and athletic contests; log ticket numbers for events. **E**
- Enter a variety of data into appropriate computer systems including purchase orders, billings, contract labor, fees, parking tickets, and other information as assigned. **E**
- Prepare invoices for program, yearbook and school newspaper ads; prepare bills and mail to students with unpaid fees. **E**
- Operate a computer, calculator and other office equipment as assigned. **E**
- Sort, count, roll and receipt coins from vending machines as assigned.
- Perform clerical duties in support the office including answering telephones, filing and other office procedures as assigned.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Rules and regulations concerning assigned clerical accounting activities.

Review and control of assigned ASB accounts.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Financial record-keeping techniques.

**ABILITY TO:**

Verify, process and control ASB accounts and records.  
Collect, count and receipt monies received from students.  
Maintain accurate financial records.  
Process and record accounting transactions accurately.  
Add, subtract, multiply and divide quickly and accurately.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Perform clerical duties as assigned.  
Communicate effectively both orally and in writing.  
Operate assigned office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year accounting clerical experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.

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