

ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under the direction of the Director of Business Services, perform accounts payable and accounts receivable duties related to assigned District accounts; process incoming expenditures and repair requests and pay District bills.

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:

- Assist in processing contracts, utilities, travel claims, service agreements and other invoices; verify invoices against purchase order for correct items and amounts; process and input invoices into computer for audit and payment; mail warrants to vendors. **E**
- Review incoming purchase orders for required signatures and verify accuracy of object codes; date stamp and code requisitions according to established procedures; prepare invoices for payment and submit to appropriate individuals for signatures; follow-up on open purchase orders as appropriate. **E**
- Prepare documents for computer input; operate a computer terminal to input and receive information as assigned. **E**
- Gather, assemble, tabulate, check and file financial and statistical data; assure accuracy of account classification for charging proper budgets for District expense items. **E**
- Type and process revolving fund checks; assure funds are balanced in register. **E**
- Make copies of checks, prepare deposits and deposit clearing account and revolving account monies according to established procedures. **E**
- Process repair requests, warehouse orders and developer fees. **E**
- Prepare and maintain a variety of lists, records and reports including vendor list, open document list, year-end reports and other records and reports as assigned. **E**
- Operate a computer, calculator and other office equipment as assigned. **E**
- Encumber purchase orders and requisitions without purchase orders according to established procedures. **E**
- Perform a variety of clerical support functions including providing information, sorting and distributing mail and other functions as requested.
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and practices of governmental financial record-keeping.
Bookkeeping methods and terminology.
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.

ABILITY TO:

Perform accounts payable functions related to assigned District accounts.
Process incoming expenditures and repair requests and pay District bills according to established procedures.
Perform mathematical calculations with speed and accuracy.
Prepare financial summaries and reports.
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 two years 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.

11/14/96
SMJUHSD
Range 17