



JOB TITLE: ACCOUNTING ASSISTANT II

Classification: Classified
Salary Range: 27

Retirement Type: PERS*
Revised, Reallocated and Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare, maintain and review a variety of records, reports and documents related to accounts payable, accounts receivable, financial aid or an assigned instructional division budget.

The Accounting Assistant II class operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts. Incumbents in the Accounting Assistant I class perform routine financial record-keeping tasks under close supervision according to prescribed methods and procedures. The Accounting Assistant III classification is assigned a broader, more complex set of accounts involving a complete program or functional responsibility with considerable interaction with other accounting or program personnel and the responsibility for checking or verifying the work of other accounting personnel.

REPRESENTATIVE DUTIES:

Perform responsible clerical accounting duties in accounts payable, financial aid, accounts receivable or other assigned accounting area.

Assist in the preparation, maintenance and control of an instructional division budget; determine fund availability in various accounts and recommend adjustments as needed.

Receive, count, receipt, disburse and maintain records related to the collection and disbursement of large amounts of cash.

Total, record and account for tuition and other fees collected with cash registers and data terminals.

Prepare, process, verify and review financial documents related to the assigned function, detect and correct errors and data discrepancies.

Open, maintain, balance, adjust, reconcile and close assigned accounts as required.

Reconcile bank statements, balance cash, order currency and prepare cash for bank deposit.

Review financial documents for completeness, accuracy and compliance with established procedures.

Prepare and maintain records, files, lists and reports related to the assignment.

Operate a personal computer or computer terminal to enter and update information generate records and reports; operate office equipment including typewriter, calculator, copier and cash register.

Compute and send delinquency notices; collect for insufficient (NSF) checks and prepare routine correspondence related to assigned function.

Prepare budget projections and annual recommendations regarding budget requirements; perform budget and administrative support duties in an assigned instructional division.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of cash record-keeping, clerical accounting or budget maintenance experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Methods, practices and terminology used in financial record-keeping and simple bookkeeping procedures.

Budget preparation, maintenance and control.

Methods and techniques of recording, receiving and disbursing cash.

Operation of a personal computer or computer terminal.

Modern Office practices, procedures and equipment.

Operation of a cash register.

Abilities/Skills:

Perform responsible clerical accounting or budget-related duties in an assigned functional area.

Prepare, maintain, adjust and control an instructional division budget.

Receive, count, receipt and maintain records related to large amounts of cash collected or disbursed.

Make change quickly and accurately.

Operate a computer terminal and other office equipment according to assigned area.

Add, subtract, multiply and divide quickly and accurately.

Learn the bookkeeping procedures and clerical operations in an assigned area.

Type at an acceptable rate of speed.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective relationships with others.

Interact professionally and politely with the general public.

Licenses or Other Requirements:

May require a valid California driver's license.

WORKING CONDITIONS:

Typical office setting.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone.

Sit for extended periods of time.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

High volume telephone usage.

Extensive computer work.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.