



JOB TITLE: ACCOUNTING ASSISTANT III

Classification: Classified
Salary Range: 30

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

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex clerical accounting duties in specially funded projects, payroll, employee benefits or District accounting; prepare, process and assure accuracy of financial records, reports and documents.

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. Incumbents in the Accounting Assistant I classification perform routine financial record keeping tasks under close supervision according to prescribed methods and procedures. The Accounting Assistant II classification operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts.

REPRESENTATIVE DUTIES:

Perform complex clerical accounting duties in an assigned functional area such as specially funded projects, payroll, employee benefits or financial aid accounts.

Receive, audit and verify financial or statistical documents related to assigned function; assure accuracy, completion and adherence to legal and procedural requirements.

Prepare required local, State and federal reports assist as directed in preparing special projects and reports.

Review, check and process a variety of documents including claims, invoices, vouchers and others; assure accuracy and timely processing of data, forms and reports.

Maintain various financial or statistical records and reports; make and verify extensions; compute and record financial transactions and prepare summaries.

Operate a personal computer or computer terminal to enter, update and compile financial and statistical data; arrange, review and verify data; generate lists and reports according to established guidelines.

Compile a variety of statistical data for reports relating to assigned function; file records and pertinent documents as appropriate.

Respond to questions from employees, vendors, contractors and others; explain laws, rules, regulations, contracts and other documents concerning District accounting procedures.

Perform other accounting clerical work in recording, assembling, tabulating and reconciling financial data; prepare warrants, invoices, time records, requisitions and similar fiscal documents.

Operate various office machines including typewriter, adding machine, copier, calculator, personal computer.

Compare, check and verify numerical data and financial documents; detect, trace and correct errors and discrepancies; adjust accounts in accordance with approved accounting procedures. Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

2 years of College Accounting courses and 5 years experience or equivalent work experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Bookkeeping principles and financial record-keeping practices used in preparing financial or statistical reports in an automated accounting system.

Financial and statistical record-keeping techniques.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

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

Oral and written communication skills.

Operation of office machines and computer-related equipment.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Abilities/Skills:

Perform complex clerical accounting duties related to specially funded projects, payroll, employee benefits or District-level accounting.

Compare numbers and correct errors and discrepancies.

Maintain complex financial records, verify data and prepare accurate reports.

Apply bookkeeping and financial record-keeping principles.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type at an acceptable rate of speed.

Work independently with little direction.

Use tact, patience and courtesy in interpersonal interactions.

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.