



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>ACCOUNTING ASSISTANT I</u>			
DEPARTMENT/SITE:	Fiscal Services Department or assigned department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	20 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Administrator or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, billings, or cash transactions for an assigned District department or program; maintain related financial and statistical records and files. The incumbents in this classification assist in supporting students by receiving and reviewing financial documents which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Accounting Assistant I** classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical-accounting duties in support of assigned accounts and functions typically within assigned programs. The **Accounting Assistant II** classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex-clerical accounting duties with accountability for assigned accounts on a District-wide basis. The **Accounting Assistant III** classification is the experienced-level position in the series with accountability for assigned accounts on a district-wide basis. Incumbents work under general supervision and perform complex-technical accounting duties.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, attendance accounting, and/or cash transactions; prepare, compute, process, and verify various financial forms and documents; assist with balancing assigned accounts as directed.

Assemble, match, sort, tabulate, check, and post financial and statistical data such as income and expenditures; reconcile statements, ledgers, records, and other financial documents as required; review data for accuracy and completeness.

Maintain various auditable records related to income, expenditures, and assigned accounts; establish and maintain filing systems.

Process accounts receivable as assigned; prepare billings for program participants; receive, code, and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required.

Receive, review, and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.

Communicate with District staff and outside agencies along with general public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, microfiche, scanner, computer, and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

Requisition office supplies, furniture, and other resources necessary to the function of the department.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, procedures, and terminology used in clerical accounting work.

Basic financial and statistical record-keeping techniques.

Modern office practices, procedures, and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Mathematical calculations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, and purchasing.

Maintain accurate financial and statistical records.

Assemble, organize, and prepare data for records.

Verify, balance, and adjust accounts.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain collaborative and effective working relationships with others.

Keyboard or input data at an acceptable rate of speed and accuracy.

Perform mathematical calculations with speed and accuracy.

Learn applicable District policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, or equivalent, and one year clerical-accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read, prepare, and ensure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Kneeling, bending the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and materials.

Pushing, pulling, lifting, and carrying supplies and equipment.

Regularly lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

2014 Ewing Consulting

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24