



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<u><b>ACCOUNTING ASSISTANT II</b></u>			
<b>DEPARTMENT/SITE:</b>	Fiscal Services Department or assigned department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	23 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Administrator or assigned supervisor	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Perform a variety of complex clerical-accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing, and related activities for accounts on a District-wide basis; prepare and maintain a variety of financial and statistical records and reports. The incumbents in this classification assist in supporting students by processing accounting-related documents and related activities for assigned Schools/Departments which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **Accounting Assistant II** 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-clerical accounting duties. The **Accounting Assistant I** classification is the entry-level position in the series typically within a single department or program. Incumbents work under close supervision and perform a variety of clerical-accounting duties in support of assigned accounts and functions. 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 complex clerical-accounting duties in support of assigned accounts and functions for an assigned District-level set of accounts.

Calculate, assemble, match, sort, tabulate, review, and post a variety of financial and statistical data; review, adjust, and ensure accuracy of ledgers and journal entries; balance, adjust, and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.

Process accounts receivable as assigned; collect, receive, code, and verify incoming monies; receive and process various fees and payments in person, via mail, or on the telephone; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed; identify delinquent accounts and submit related data for collections.

Assist the Administrator, or other staff, in expenditure monitoring, contract compliance, attendance accounting, and the generation of periodic reports.

Receive, review, and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets, and generate a variety of computerized lists and reports; maintain automated financial records.

Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, grants, vendor contracts, budgets, and assigned accounts; prepare and reconcile statements, ledgers, balance sheets, and other financial documents.

Receive, process, sort, code, and file purchase orders, claims, requisitions, and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks, and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns regarding accounting-related activities.

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

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

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:**

- Methods, procedures, and terminology used in clerical-accounting work.
- Policies and objectives of standard accounting practices.
- Financial and statistical record-keeping techniques.
- Preparation, review, and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- 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 complex clerical-accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance, and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Reconcile, balance, and audit assigned accounts.
- Assemble, organize, and prepare data for records and reports.
- Work independently with general supervision.

Process and record accounting transactions accurately.  
Prepare and reconcile statements, ledgers, balance sheets, and other financial documents.  
Operate standard office equipment including a computer and assigned software.  
Understand and follow oral and written instructions.  
Meet schedules and timelines.  
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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, supplemented by coursework in accounting or related field and two years 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

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**JOB CLASS HISTORY**

2014 Ewing Consulting  
2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24