



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<u><b>ACCOUNTING ASSISTANT III</b></u>			
<b>DEPARTMENT/SITE:</b>	Fiscal Services Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	25 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Manager – Fiscal Services or assigned supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform a variety of accounting clerical and technical 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 applying financial and statistical data to revenue and expenditure accounts which directly supports student learning.

### **DISTINGUISHING CHARACTERISTICS:**

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 accounting clerical and technical duties. The **Accounting Assistant II** classification is the advanced-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 a single department or program. The **Accounting Assistant I** is the entry-level position in this series. Incumbents work under immediate supervision and perform routine fiscal-clerical 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 accounting clerical and technical duties as assigned.

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 payable as assigned; receive, process, sort, code, and file purchase orders, claims, requisitions, and invoices as assigned; prepare invoices for payments; verify invoices with purchase orders, checks, and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies; apply use tax or tax withholding to payments; prepare and generate payments, including printing warrants, submitting wire transfers, and processing credit cards and other payment forms, as required.

Process accounts receivable as assigned; collect, receive, code, and verify incoming monies and credit card payments; receive and process various fees and payments; 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.

Review and process payment for expenditures against travel and conference requisitions. Follow up on District credit card issues and reimbursements.

Assist the Director, Fiscal Services Manager or other staff in expenditure monitoring, contract compliance, 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 vendors, purchase orders, invoices, travel and conference, income, expenditures, grants, budgets, and assigned accounts; prepare and reconcile statements, ledgers, balance sheets, reports, and other financial documents.

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; provide the San Diego County Office of Education with audit documentation, as requested.

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

Perform various accounting clerical and technical duties in support of assigned functions as required; prepare routine correspondence; 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 accounting clerical and technical 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 accounting clerical and technical duties in support of assigned accounts and

functions.

Prepare and reconcile statements, ledgers, balance sheets, and other financial documents.

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.

Process and record accounting transactions accurately.

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.

Work independently and with general supervision.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, supplemented by coursework in accounting, or related field, and two years accounting clerical and technical experience. Experience in a school district or other government agency is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

**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**

Approved: 06/15 New Class (Ewing)

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