

## CAJON VALLEY UNION SCHOOL DISTRICT

### CLASS TITLE: ACCOUNTING ASSISTANT III

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, 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.

#### DISTINGUISHING CHARACTERISTICS:

**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-clerical accounting duties. **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. **Accounting Assistant I** is the entry-level position in this series. Incumbents work under immediate supervision and perform routine fiscal-clerical duties.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

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 assure 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 and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies; 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 assure 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.

Process travel and conference requests; coordinate authorization, purchase order and payment for registrations and other related expenses.

Assist the Director, Fiscal Services Manager or other staff in expenditure monitoring, contract

compliance, student 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 vendors, purchase orders, invoices, travel and conference, income, expenditures, grants, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets 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 10-key calculator, copier, fax machine, typewriter, 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.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical-accounting work.

Policies and objectives of assigned program or department.

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.

Arithmetic computations.

##### **ABILITY TO:**

Perform a variety of complex clerical-accounting 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 time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Make arithmetic computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to maintain qualification for 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 assure 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.