



ACCOUNTING ASSISTANT I/II

DEFINITION

Under immediate (I) or general (II) supervision, performs a variety of routine to complex technical and administrative accounting support duties in the preparation, maintenance, and processing of accounting records and transactions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (I) or general (II) supervision from an administrative supervisor or manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Accounting Assistant I: This is the entry-level class in the Accounting Assistant series. Initially under close supervision, incumbents with general administrative experience perform a variety of recordkeeping, reconciliation, and accounting support activities. As knowledge and experience are gained, the work becomes broader in scope, and assignments are more varied and are performed under more general supervision. Incumbents at this level perform many of the duties required of incumbents at the journey level, but are not expected to function at the same skill level, and assigned tasks are usually routine and performed according to established techniques, procedures, processes, or standards. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accounting Assistant II: This is the journey-level class in the Accounting Assistant series. Incumbents perform the full range of technical work in recordkeeping, reconciliation, and accounting support activities. Incumbents at this level are distinguished from the entry level by performing the full range of duties as assigned, working independently on regular assignments, and exercising judgment in applying guidelines, processes, policies, and procedures when performing tasks and making decisions. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accounting Technician in that the latter is responsible for more complex and higher-level technical accounting work, and exercises a higher level of discretion and independent judgment.

Positions at the II-level are normally filled by advancement from the I-level after completion of additional coursework and two years of experience; progression to the II-level is automatic unless there is documented non-satisfactory work performance. When filled from the outside, the employee is required to have at least two years of prior related experience that allows the employee to meet the qualification standards for the II-level.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Verifies, posts, balances, and adjusts a variety of financial transactions, according to established policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Maintains a variety of ledgers, registers, and journals, according to established accounting policies and procedures; enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related software applications and databases specific to the District or to the department to which assigned.
- Prepares bank deposits; places stop-payments on lost or stale-dated checks; voids checks and posts corrections.
- Reviews invoices, statements, vouchers, purchase orders, reimbursement claims, and other requests for payment for accuracy, completeness, and adherence to established policies; researches and resolves or refers discrepancies; processes regular check runs using software applications; prepares wire transfers using proprietary online banking system; and prepares manual checks.
- Prepares cash boxes for student events; reviews cash handling procedures with student club officers; counts, verifies, and reconciles cash received; obtains supporting documentation for cash receipts and issues receipts; processes and posts cash receipts and cash disbursements.
- Generates and assists in the preparation of monthly, quarterly, year-end, and special financial, accounting, statistical, summary, and technical reports; provides support to the annual budget and financial audit processes by: verifying account numbers, object codes, and dollar amounts, and inputting the data into the budget system for the new fiscal year; and providing external auditors with requested documents.
- Obtains and verifies required documentation from vendors in order to set up new vendor accounts; issues vendor codes.
- Performs general office support duties such as opening and closing office; sorting and distributing mail and routing deliveries; printing, folding, stamping, and mailing checks; preparing correspondence; filing and recordkeeping; duplicating and distributing a variety of written materials; and ordering and keeping inventory of office supplies.
- Assists faculty, staff, students, and other customers by providing answers and information regarding account status, discrepancies, general accounting procedures, proper forms, and/or department-specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs related duties as assigned.

QUALIFICATIONS

Incumbents at the Accounting Assistant I level may exercise some of the knowledge and abilities listed below in a learning capacity.

Knowledge of:

- Basic accounting practices, procedures and terminology.
- Business arithmetic and basic financial and statistical techniques.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet, office productivity, and specialized software applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, apply, and explain policies and procedures.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office tools and equipment, including computers, printers, calculators, telephones, office productivity software, and specialized software applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Follow established policies, procedures, and standards to make sound decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accounting Assistant I: Equivalent to the completion of the twelfth (12th) grade and one (1) year of responsible administrative support experience; experience in financial/accounting recordkeeping preferred.

Accounting Assistant II: In addition to the above, completion of 12 semester units or 18 quarter units of college-level coursework in accounting, finance, or a related field, and two (2) years of experience performing duties equivalent to Accounting Assistant I in the District.

Licenses and Certifications:

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push,

and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-39 (I); C1-43 (II)

FLSA: Non-Exempt

EEO Code: H-40

Board Approved: April 2021