

Position:	Accounting Assistant I	FLSA:	Non-Exempt
Department/Site:	Accounting	Salary Grade:	09
Reports to/Evaluated by:	Accounting Manager	Salary Schedule:	Classified

SUMMARY

Under direct supervision, performs routine accounting and general administrative support work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees function to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes data entry, verification, and maintenance tasks relevant to assigned functional areas, e.g., accounts payable, accounts receivable, payroll, accounting records and reports, and general administration.

DISTINGUISHING CAREER FEATURES

This position represents the first level in the Accounting clerical career ladder. Advancement to Accounting Assistant II may require two years as an Accounting Assistant I and compliance with the stated qualifications and a demonstrated competency in all aspects of accounts payable and receivable, including administration of contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, verifies, and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions.
- Verifies documents for accuracy and completeness of specific entries and information, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Enters or posts financial information from source documents into established accounting programs.
- Searches files and records for readily identifiable account information. Lists or tabulates information from documents where knowledge of the subject matter is not required.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May contact accounts receivable holders for prompt payment. Forwards outstanding accounts receivables for further action.

- May process accounting line item fund transfers and charge-backs within and among departments. Posts transfers to the proper account, category, and fund.
- May sort and deliver incoming departmental mail and prepare outgoing mail including documents transferring to the County Office of Education.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires basic knowledge of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires a working knowledge of personal computer operations and common office productivity software such as spreadsheets and word processing. Requires knowledge of computer-aided data entry programs accompanying accounting systems. Requires skill at entering alpha numeric data onto a preformatted data entry screen. Requires sufficient math skill to calculate totals, percentages, ratios, and portions. Requires sufficient human relation skills to work as part of a team with internal and external customers.

Abilities: Requires the ability to learn and access the computer-aided accounting data entry programs used by the department. Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Requires the ability to rapidly perform basic arithmetic operations. Requires the ability to post numeric data into proper account classifications.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time and to move about various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires sustained repetitive motions and manual and finger dexterity to write, operate a microcomputer, use a pointing device, keyboard, 10-key pad, and operate other office equipment.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Requires a high school diploma or equivalent; supplemented by one (1) year experience in a production oriented record keeping, cashiering, or general clerical capacity.

Licenses and Certificates: May require a valid driver's license.