

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Accounting Assistant II	FLSA:	Non-Exempt
Department/Site:	Varies	Salary Grade:	11
Reports to/Evaluated by:	Site Administrator/Department Supervisor	Salary Schedule:	Classified

SUMMARY

Under supervision, performs routine to moderately complex 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, maintenance, reconciliation tasks and transaction processing. Assumes responsibility for one or more elements within a complete accounting system such as accounts receivable, accounts payable.

DISTINGUISHING CAREER FEATURES

The Accounting Assistant II represents the second in a multi-level career ladder for clerical and technical accounting. The Accounting Assistant II focuses on processing accounting transactions where knowledge of the automated accounting system is required and may also focus on bookkeeping for straightforward funds that need periodic financial statements. Advancement to Accounting Assistant III is possible with demonstrated knowledge of the computer-aided accounting system and codes and the ability to process a full range of financial transactions for a complete function.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and processes accounts payable information to comply with various payment timetables. Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
- Monitors transaction status such as payment histories, partial payments, past due charges, POs as payables, and end-of-year payables cutoff.
- Prepares backup documentation for accounting transactions such as warrants mailed, and sales tax reports. Reviews and verifies that vendor statements are paid and invoices have been posted to correct accounts.
- Reconciles, balances books, and compiles reports on a recurring basis to show statistics such as cash receipts, accounts payable, and receivable. Trace transactions through previous accounting actions to identify and correct discrepancies.
- Follows up with customers on account balances that are outstanding, or involve multiple fiscal years.

- Reviews and processes miscellaneous items related to accounts payable and accounts receivable.
- May prepare financial statements for funds of limited diversity in accounts. Reconciles cash, accounts payable and receivable, and other current accounts.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- May prepare correspondence relating to assigned responsibilities.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices. Requires a working knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements. Requires a working knowledge of computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information. Requires basic knowledge of financial statements and accounting performance (variance) reports. Requires a working knowledge of office clerical procedures and computer-aided office productivity software. Requires sufficient writing skills to prepare routine business correspondence, work steps, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires sufficient human relation skills to convey policies and procedures and to deal cooperatively with others on accounting transactions.

Abilities: Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information. Requires the ability to learn various vendor accounting requirements and cycles. Requires the ability to search, compile, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work cooperatively with individuals and teams within and outside the department, including vendors. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

Physical Abilities: Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

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

Education and Experience: Requires a high school diploma or equivalent with coursework in bookkeeping; supplemented by two (2) years' experience in a production oriented record keeping, cashing, or similar function. Additional education may substitute for experience.

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