
Position:	Accounting Assistant III	FLSA:	Non-Exempt
Department/Site:	Accounting	Salary Grade:	15
Reports to/Evaluated by:	Accounting Manager or Designated Supervisor	Salary Schedule:	Classified

SUMMARY

Under general supervision, performs specialized accounting support work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes processing and completing of accounting transactions for disbursements and receivables. Assumes responsibility for multiple elements within a complete accounting system, e.g., accounts receivable/ payable, processing, cash management, consolidation of multiple fund accounts, cost analysis.

DISTINGUISHING CAREER FEATURES

The Accounting Assistant III is the third clerical level in an accounting career series. An Accounting Assistant III will demonstrate the ability to audit transactions and administer one or more complete elements within an accounting system such as, but not limited to, accounts receivable, accounts payable, or record keeping for special funds requiring knowledge of unique terminology and procedures. Advancement to Accounting Technician is possible with knowledge of and competency in preparing journal entries to general ledger, budget administration to multiple departments involving line item transfers, and preparing special accounting performance reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes payments, executes check dispersal and prepares reports. Initiates communication and corrective actions with the County Office of Education as needed.
- Maintains and analyzes accounting documentation e.g. travel requests, contracts/agreements, and conference registrations.
- Receives, handles, and stores confidential information pertaining to District contracts. Ensures compliance with governmental regulations.
- Classifies, codes, and records revenues, expenses and related financial information in an automated accounting system using data entry screens.
- Verifies and corrects account codes, authorization, and available and qualifying budgets.
- Assists others with resolving problems with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Initiates communications and corrective actions.

- Verifies accuracy of amounts and postings of transactions. Posts and balances subsidiary ledgers such as A/P or A/R and transfers data to general ledger. Traces transactions to determine discrepancies. Prepares and posts journal entries for expense and revenue accounts.
- Enters financial information into a data entry screen of an automated accounting system. Audits and posts financial transactions, adjusting postings to the correct financial accounts and programs.
- Receives and reviews payments received (accounts receivable) from outside organizations, including reporting agencies. Segregates and applies payments to various departments and accounts. Adjusts individual accounts with journal entries. Evaluates accounts to perform further actions such as 'freezes or holds', handling of outstanding checks, etc.
- Maintains aging lists of accounts receivable, adjusting out delinquent accounts and turning them over for collections.
- Performs year-end reconciling of unpaid, open purchase orders and contracts. Facilitates closing of purchase orders.
- Reconciles bank and other cash accounts. May log checks cashed, checks received, and prepare bank deposits for various accounts. If so, coordinates with couriers and other security personnel for transport of funds. Documents and posts source copies and receipts into transaction files.
- Participates in reconciling special bank accounts for self-funded programs such as workers compensation claims.
- Reconciles the work of other Accounting Assistants. Prepares reports that reconcile miscellaneous business activity and payments.
- Performs a variety of specialized customer service functions involving accounting service policies, and procedures. Receives inquiries and concerns, ascertains the nature of the request, and resolves personally, or directs to the appropriate individual or department.
- Prepares journal entries to general ledger following established instructions and procedures.
- May be required to notarize documents.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires in-depth 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 working knowledge of California State Accounting Code Structure and applicable Education Code provisions. Requires working knowledge of journal entry processes. Requires a working knowledge of computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information. Requires working 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 technical matters and policies and procedures and to deal cooperatively with others on accounting transactions.

Abilities: Requires the ability to interpret and apply accounting rules and procedures used by the District, 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, statistical, 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 exists.

Education and Experience: High school or equivalent, and college-level curriculum in accounting, bookkeeping, or business practices; supplemented by three (3) years experience in a production oriented financial record keeping or cashiering capacity. Additional experience may substitute for higher education.

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