

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ACCOUNTING ASSISTANT**

### **RANGE: 13**

### **BASIC FUNCTION:**

Under the direction of the Supervisor, Accounting Services, perform a variety of clerical accounting duties in support of assigned accounts and functions; maintain related financial and statistical records and files.

### **DISTINGUISHING CHARACTERISTICS:**

The Accounting Assistant classification is the entry-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. The Senior Accounting Assistant classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex clerical accounting duties.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of clerical accounting duties in support of assigned accounts and functions; process and verify various financial forms and documents; assist with balancing assigned accounts as directed.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.

Maintain various auditable records related to assigned accounts; establish and maintain filing systems.

Process accounts receivable as assigned; receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required.

Receive, review, process, sort and file purchase orders and invoices as assigned; prepare invoices for payments; maintain contact with vendors to resolve discrepancies related to invoices and payments.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

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Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials; perform office mail activities and distribute to accounts services and appropriate fiscal services department.

**OTHER DUTIES:**

Participate in year-end closing activities as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods, procedures and terminology used in clerical accounting work.

Basic financial and statistical record-keeping techniques.

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.

Mathematical computations.

**ABILITY TO:**

Perform a variety of clerical accounting duties in support of assigned accounts and functions.

Maintain accurate financial and statistical records.

Assemble, organize and prepare data for records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year clerical accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.