

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR ACCOUNTING ASSISTANT

RANGE: 17

BASIC FUNCTION:

Under the direction of the Manager, Fiscal Services, perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable and purchasing; prepare and maintain a variety of financial and statistical records and reports.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable and purchasing; review accounts for errors and make appropriate adjustments; assure assigned activities meet the requirements for State and federal reporting agencies.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.

Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, grants, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.

Receive, process, sort, code and file purchase orders, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies; follow up on outstanding purchase orders.

Assist designated departments and programs in the maintenance and evaluation of budgetary records

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and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Prepare documents related to cancelled warrants, emergency hand warrants and stop payments; re-issue warrants as appropriate.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns; communicate with vendors and provide information and troubleshooting as needed.

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

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.

Financial and statistical record-keeping techniques.

Preparation, review and control of assigned accounts.

Preparation of financial statements and comprehensive accounting reports.

Data control procedures and data entry operations.

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.

Arithmetic computations.

ABILITY TO:

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

Prepare and maintain accurate financial and statistical records and reports.

Verify, balance and adjust assigned accounts.

Compare numbers and detect errors efficiently.

Reconcile, balance and audit assigned accounts.

Assemble, organize and prepare data for records and reports.

Process and record accounting transactions accurately.

Prepare and reconcile statements, ledgers, balance sheets and other financial documents.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.
Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years 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.