CLASS TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of responsible clerical accounting duties related to accounts payable, accounts receivable, and reconciling various accounts; receipt, post and reconcile financial transactions; prepare and process financial, statistical, and accounting documents, records and materials; perform a variety of responsible clerical record-keeping duties.

DISTINGUISHING CHARACTERISTICS:
Incumbents in the Accounting Assistant I class perform responsible clerical accounting duties related to accounts payable, receivable, and various other clerical accounting duties. Incumbents in the Accounting Assistant II classification perform complex duties in more specialized accounting functions such as attendance, self-funded insurance, account transfers, PERS, STRS, and student body funds, and may perform training and lead duties as assigned.

REPRESENTATIVE DUTIES:
Perform a variety of responsible clerical accounting duties related to accounts receivable; review, input, print and disburse invoices from purchase orders and other requests for invoicing; review, audit and process utility, contract and consultant payments.

Review, process and write up receipts for daily cash deposits; post receipts to income accounts, input to computer and balance cash receipts; collect, compile, count, deposit and post to appropriate accounts monies received; generate monthly cash collection reports.

Process routine and non-routine purchase orders, travel vouchers, and travel reimbursements; audit prices and items ordered on purchase orders/requests against invoices; prepare documents for the payment of accounts payable; match invoices to purchase orders and packing slips.

Audit and calculate total taxes on invoices; prepare and input data into computer system; verify audit codes against amounts of checks; inspect and verify encumbrances and accounts not encumbered on the computer for account balances to assure expenditures are within budget limits.

Process speaker consultant payments; verifying consultant W-9 status; encumbrance of accounts; maintain and process of Federal and State Tax Records.

Balance payroll registers for each school district within the County; process wage garnishments; prepare manual checks as required.

Prepare, maintain, and distribute financial, statistical, and accounting records and documents related to assigned areas of clerical accounting and coordinate these areas with other accounting and personnel functions; prepare and generate a variety of County, State and federal records and reports.

Communicate with VCOE and school district personnel, vendors, contractors, banks, and the public to research status of accounts and discrepancies, answer questions, correct errors, and to

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resolve issues related to the collection and payment of accounts. 

Operate office equipment including a computer, printer, typewriter, FAX machine, calculator and copier.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Advanced methods, procedures and terminology used in responsible clerical accounting work, including accounts receivable and payable.
- Procedures to generate checks and invoices.
- Cash flow analysis and general ledger procedures.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Laws, rules and regulations related to assigned accounting activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office equipment, including a computer and spreadsheet software applications.

**ABILITY TO:**
- Perform a variety of responsible clerical accounting duties related to accounts payable, accounts receivable, and reconciling various accounts.
- Receipt, post and reconcile financial transactions.
- Prepare and process financial, statistical, and accounting documents, records and materials.
- Verify, post, balance and adjust accounts.
- Plan work and meet schedules and time lines.
- Prepare and process financial, statistical, accounting and purchasing documents, records and materials.
- Add, subtract, multiply and divide quickly and accurately.
- Learn and apply policies, procedures, rules, regulations and State Education codes involved in assigned activities.
- Work confidentially with discretion.
- Answer telephones and greet the public courteously.
- Perform clerical duties such as filing, typing, copying and maintaining routine records.
- Operate computer equipment and type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school including or supplemented by course work in accounting or bookkeeping and two years clerical accounting experience maintaining computerized financial and statistical records.

**LICENSES AND OTHER REQUIREMENTS:**
Some positions within this classification may require a valid California driver’s license.

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WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions.

PHYSICAL ABILITIES:
Vision to inspect financial or statistical records;
Hearing and speaking to communicate with VCOE and school district staff and the public;
Sitting for extended periods of time;
Ambulate oneself to other departments;
Some climbing of small ladders;
Bending, kneeling and reaching to retrieve and file records;
Dexterity of hands and fingers to file and operate office equipment; and
Lifting boxes weighing up to 30 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.