CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:
Under direction, perform a variety of complex accounting clerical duties related to an assigned area of Department or County-wide responsibility such as attendance, account and inter-fund transfers, State retirement system processing and control, and student body funds; prepare, maintain and process a variety of financial and statistical statements, documents, records and reports.

DISTINGUISHING CHARACTERISTICS:
Incumbents in the Accounting Assistant II classification perform complex duties in more specialized accounting functions such as attendance, account and inter-fund transfers, CalPERS, CalSTRS, and student body funds, provide departmental financial projections and cost analysis, and may perform training and lead duties as assigned.

REPRESENTATIVE DUTIES:
Perform a variety of complex accounting clerical duties related to an assigned area of County-wide responsibility such as attendance, account transfers, CalSTRS and CalPERS processing and control.

Gather and audit financial and attendance-related documents received from local education agencies, to assure compliance with appropriate rules and regulations.

Compile monthly attendance data for federation of State periodic attendance reports.

Notify local educational agencies of attendance reporting deadlines and procedural changes; audit and identify errors; communicate with local educational agencies and correct errors.

Audit and approve accounts payable, interfund transfers, and check cancellation documents received from local educational agencies; assure adequate funds to transfer funds to appropriate fund, object, resource or location; contact local educational agencies and correct discrepancies and errors; assure payments comply with State and/or Federal codes and guidance, and confirm with the State’s Standardized Account Code Structure.

Process routine and non-routine purchase orders; arrange and process travel, 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.

Generate, facilitate and process stipend payments and various personnel records and requests; verify consultants’ W9 status and employees’ certificate of clearance; encumbrance of accounts; maintain and process of Federal and State Tax records.
Input a variety of data into the computer system; correctly debit and credit appropriate funds and accounts; timely disseminate documents and information to local educational agencies and County departments according to established guidelines.  

Coordinate accounts receivable and payable work flow for the assigned office; assure work is completed in a timely and efficient manner; analyze, audit, reconcile and prepare State attendance reports and maintain related records.  

Maintain and generate Memoranda of Understanding, agreements and contracts with various outside agencies and vendors; reconcile, review, audit and record payments to and from individuals and vendors; pro-rate expenses to classes; maintain ledgers prepare checks, and reconcile related bank statements and expenses.  

As warranted, enroll new local educational agency employees in the respective State retirement system. Examine payroll reports to determine if employees qualify for the retirement system; process documentation to assist members terminating from a school district; compare State exception reports with County reports for consistency; assist in the preparation and verification of periodic and end-of-year reports; forward reports and information to respective CalSTRS and CalPERS offices.  

Communicate with various local educational agency employees to correct and resolve discrepancies, questions, or concerns.  

Interact with State retirement system personnel to discuss, analyze and determine corrective action with regard to retirement system issues.  

Utilize VCOE’s integrated computerized business systems, related business software and office software systems and equipment.  

Compile, analyze, verify and format financial data for projects, studies and reports.  

Assist in training new employees as warranted, and assist with more technical questions and issues, e.g., provide departmental financial projections and cost analysis.  

Receive, separate, collate and timely distribute various financial and payroll-related documents and reports to local educational agencies.  

Perform related duties as assigned.  

**KNOWLEDGE AND ABILITIES:**  
**KNOWLEDGE OF:**  
Advanced clerical accounting principles and techniques involved in financial record-keeping, monitoring and control as they relate to local educational agency policies and the assigned department.  
Laws, rules and regulations related to assigned retirement and/or financial duties and department.  
Preparation of financial statements and comprehensive accounting reports.
General ledger accounting to make journal and adjusting entries.
Methods, practices, procedures and terminology used in financial record-keeping.
Financial and statistical record-keeping techniques.
County Office of Education organization, operations, policies and objectives.
Applicable sections of the State Education Code and other applicable laws, rules and regulations relating to the duties assigned.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuations and vocabulary.
Effective oral and written communication skills.
Concepts, applications and operations of integrated computerized business systems, related business software and office software systems and equipment.
Appropriate data entry techniques, and use of spreadsheet and word processing applications.

ABILITY TO:
Perform a variety of complex accounting clerical duties related to an assigned area having County-wide responsibility.
Perform a variety of complex accounting clerical duties involving independent judgment and initiative.
Perform responsible record-keeping duties with a high degree of skill and accuracy.
Prepare, maintain and process a variety of financial and statistical statements, documents, records and reports.
Read, learn, interpret, apply and effectively explain State Education Codes and regulations related to assigned financial and statistical activities.
Read, learn, interpret, apply and effectively explain complex instructions and regulations relating to CalSTRS and CalPERS retirement laws, guidance and reporting.
Timely audit, verify, balance and adjust accounts accurately and appropriately.
Process and record complex accounting transactions timely and accurately.
Operate a computer to enter data, maintain records and generate reports.
Work independently with little direction.
Plan and organize work to meet schedules and timelines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Graduation from high school including or supplemented by course work in accounting or bookkeeping and three years of increasing responsible financial and statistical record-keeping experience, including experience working with automated financial systems, or an associate’s degree in business accounting, finance or closely related field and two years of increasingly responsible financial and statistical record-keeping experience, including experience working with automated financial systems.

LICENSES AND OTHER REQUIREMENTS:
Some positions within this classification may be required to possess a valid California driver's license.
WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions.

PHYSICAL ABILITIES:
Vision to inspect, review and analyze financial or statistical records;
Hearing and speaking to effectively communicate and exchange information;
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 technology and 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.