CLASS TITLE: SENIOR ACCOUNTING ASSISTANT

BASIC FUNCTION:
Under direction, perform a variety of complex accounting duties and approvals related to an assigned area of County-wide responsibility such as attendance, account and inter-fund transfers, State retirement system processing and control, cash balancing assistance and student body funds; prepare, maintain and process a variety of financial and statistical statements, documents, records and reports; establish and maintain collaborative processes with others to ensure timely, accurate and appropriate accounting transactions in compliance with GAAP and GASB.

DISTINGUISHING CHARACTERISTICS:
Incumbents in the Senior Accounting Assistant classification perform very complex duties in more specialized accounting functions such as attendance, contract review, account and interfund transfers, CalPERS & CalSTRS retirement auditing and reporting, and may perform training and lead duties as assigned.

REPRESENTATIVE DUTIES:
Perform a variety of complex accounting duties related to an assigned area of County-wide responsibility such as attendance, contract review, account transfers, inter-fund transfers, CalSTRS and CalPERS processing and control, cash balancing assistance and student body funds; E
Gather and review for accuracy financial and attendance-related documents received from school districts to assure compliance with appropriate rules and regulations; compile monthly attendance data for generation of State periodic attendance reports; E
Review attendance documents to verify compliance with laws and regulations; consult with district staff and administrators on attendance issues. Prepare and submit State attendance reports within established reporting deadlines; maintain related records; E
Review public project documentation and purchase contracts to verify legality and compliance with various code requirements, including public, government, civil, education, and labor contracts; verify contract change orders, stop notices, and notices of completion; E
Review public project documentation and purchase contracts payments for legality and approval of payments related to contracts for the school districts in Ventura County; E
Review requests from districts for payment to contractors for services and materials purchases; determine and verify compliance with applicable codes; approve payments when requirements are met; E
Review applicable codes, regulations, and County Counsel legal opinions to determine relevance to school districts; answer questions and provide assistance to school district personnel with
regard to contract development and compliance requirements; 

Audit and approve accounts payable, interfund transfers, and check cancellation documents received from school districts; assure adequate funds to transfer funds to appropriate fund, object, resource or location; contact districts and correct discrepancies and errors; assure payments comply with State and/or Federal codes and guidance; 

Input a variety of data into the computer system; correctly debit and credit appropriate school district funds and accounts; timely disseminate documents and information to school districts and County departments according to established guidelines; 

Prepare and process daily check reconciliations; audit cash balances; resolve errors and discrepancies, balance source documents, and forward information to the County Auditors Office; 

Coordinate accounts receivable and payable work flow for the assigned office; assure work is completed in a timely and efficient manner; 

Perform more responsible duties related to the various state retirement systems that would include, but not be limited to; assist certificated and classified employees in enrolling in the respective State retirement system; verify that employees are coded correctly for payroll, retirement and deduction purposes; balance registers and verify totals for accuracy; assist local educational agencies as needed to answer questions and to correct discrepancies; 

Review payroll reports to determine if employees qualify for a retirement system; process documentation to assist members terminating from a local educational agency; compare State retirement 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; 

Provide support to school employees relating to retirement reporting issues; 

Communicate with various local educational agency staff to correct and resolve discrepancies, questions, or concerns; interact with 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; 

Provide lead direction to financial record-keeping personnel as assigned; assist in training new employees and assist with more technical questions and issues; 

Perform related duties as assigned.

February 2016
REVISED June 2016
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Advanced accounting principles and techniques involved in financial record-keeping, monitoring and control as they relate to school district policies and the assigned department.
Laws, rules and regulations related to assigned attendance, payroll, 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.
Concepts, applications and operations of integrated computerized business systems, related business software and office software systems and equipment.
Correct English usage, grammar, spelling, punctuations and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Effective oral and written communication skills.

ABILITY TO:
Perform a variety of complex accounting duties related to an assigned area having County-wide responsibility.
Perform a variety of complex accounting 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, explain, and apply State Education Codes and regulations related to assigned financial and statistical activities.
Read, learn, interpret, explain and apply complex instructions and regulations relating to CalPERS and CalSTRS retirement laws, guidance and reporting.
Review client payroll reports, identify and correct errors prior to submission to retirement agencies.
Timely audit, verify, balance and adjust accounts accurately and appropriately.
Process and record complex accounting transactions accurately.
Operate a personal computer to enter data, maintain records and generate reports.
Work independently with little direction.
Plan and organize work to meet schedules and time lines.
Work confidentially with discretion.
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 three years of increasingly responsible financial and statistical record-keeping experience, including experience working with automated financial systems.

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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 and driving to various sites to conduct work.

PHYSICAL ABILITIES:
Vision to inspect, review and analyze financial or statistical records;
Hearing and speaking to effectively communicate with others;
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 equipment
Lifting boxes weighing up to 30 pounds.

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