

Position: Accounting Assistant	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt– (Classified CSEA)
Reports to: Controller or other assigned supervisor	Salary Range 21

DESCRIPTION:

Under the direction of the Controller or other assigned supervisor, perform a variety of responsible accounting duties related to special funds and accounts, budget accounts, accounts payable, accounts receivable, and cashing specific to assigned position; receive, post, balance and reconcile financial transactions; assist in the preparation and processing of financial and statistical documents, records and materials.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- x Perform a variety of responsible accounting duties
- x Perform a variety of calculations and financial and statistical recording utilizing databases and spreadsheets as appropriate
- x Verify accuracy of financial and numerical data and follow up on issues of inaccuracy and discrepancy.
- x Receive and disburse cash according to established procedures; refund or bill students for fees due; distribute financial aid checks; prepare bank deposits and reconciliations; enter appropriate data into computer and post to proper account.
- x Interpret, explain, and apply appropriate rules, regulations and practices; provide information to District employees, vendors and others.
- x Perform a variety of general clerical responsibilities including typing, receiving visitors and answering the phone;
- x Prepare and maintain end-of-year and periodic records, reports, documents and files; distribute reports and documents as assigned.
- x Operate standard office equipment including a computer, typewriter, calculator, copier,

- x Receive, count, balance, and post financial transactions to proper account and ledger; enter inventory and financial data to proper account; adjust accounts as needed.
- x Prepare and maintain account records for budget and other accounts; post financial data and prepare reports as it relates to accounts payable data entry.
- x Inspect invoices for accuracy and verify receipt of goods as ordered.
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