

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: ACCOUNTING ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Internal Auditor, provides financial services and record keeping to assigned school sites; prepares financial information, reconcile accounts; compiles budgets for ASB and school site funds; performs a variety of complex clerical accounting duties in support of assigned accounts; prepares and maintains a variety of financial and statistical records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administer basic first aid and CPR as needed.

Assures school and staff are compliant with proper accounting procedures; communicates with staff to keep student body informed of budget balances; assures budgets follow ASB procedures for purchases and events.

Calculates, assembles, matches, sorts, tabulates, reviews and posts a variety of financial and statistical data; reviews, adjusts and assures accuracy of data entries; balances, adjusts and reconciles accounts; reviews data for accuracy and completeness.

Collects payments and prepare cash deposits and distributes bank deposits as required.

Communicates with personnel and outside agencies to exchange information and resolve issues or concerns.

Establishes and maintains budget records and reports; maintains budget information for ASB and school sites.

Inventories and orders supplies and equipment as needed.

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

Performs a variety of complex clerical accounting duties in support of assigned accounts and functions; reviews accounts for errors and make appropriate adjustments.

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

Receives, reviews and verifies a variety of accounting information; inputs a variety of accounting data and requisitions into an assigned computer system; initiates queries, develops spreadsheets and generates a variety of computerized lists and reports; maintains automated financial records.

Researches discrepancies between budget and fiscal information.

Serves as a liaison between the District and school sites for ASB transactions; responds to inquiries from a variety of internal and external parties.

##### **OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Arithmetic computations.

ASB laws and regulations; applicable budget codes.

Data control procedures and data entry operations.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

##### **ABILITY TO:**

Assemble, organize and prepare data for records and reports.

Communicate effectively both orally and in writing.

Compare numbers and detect errors efficiently.

Establish and maintain effective working and cooperative relationships with others.  
Initiate queries, develop spreadsheets and generate a variety of computerized lists and reports.  
Make arithmetic computations with speed and accuracy.  
Meet schedules and timelines.  
Operate standard office equipment including a computer and assigned software.  
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.  
Prepare and reconcile statements, ledgers, balance sheets and other financial documents.  
Process and record accounting transactions accurately.  
Reconcile, balance and audit assigned accounts.  
Understand and follow oral and written instructions.  
Verify, balance and adjust assigned accounts.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and one year of financial clerical experience including cash handling functions.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid California Class C Driver's License and evidence of insurability.  
Valid First Aid and CPR certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to file materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Reaching overhead, above the shoulders and horizontally to retrieve files or materials.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

**HAZARDS:**

Potential contact with blood and other body fluids.  
Potential contact with blood-borne pathogens and communicable diseases.  
Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

9/28/17