

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of the Director, District Business Services, perform a variety of clerical accounting duties in support of assigned accounts and functions; maintain related financial and statistical records and files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of assigned accounts and functions; process and verify various financial forms and documents; assist with balancing assigned accounts as directed.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.

Maintain various auditable records related to assigned accounts; maintain assigned journals; review documents for correct coding prior to posting to audit books; establish and maintain filing systems.

Print districts batches for current year; sort printouts to assure proper number of batches; determine and resolve outstanding batches that have not been posted; prepare deposit permits from electronic batch transfers; verify districts requests for posting documents.

Assist with accounts payable and the audit of school districts vouchers as assigned; prepare accounts payable worksheets and proof of delivery documents as requested.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records.

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

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

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials; perform office mail activities and distribute to accounts services and appropriate fiscal services department; answer telephones; duplicate and file materials.

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OTHER DUTIES:

Prepare folders for the districts monthly cash reports; assist accounting personnel with monthly cash reconciliations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, procedures and terminology used in clerical accounting work.

Basic financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions.

Maintain accurate financial and statistical records.

Assemble, organize and prepare data for records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

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Sitting for extended periods of time.