

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical accounting support for various accounts and functions such as accounts payable, and accounts receivable; perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; prepare, maintain and assure accuracy of various financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical accounting support for various accounts and functions such as accounts payable, and accounts receivable; assure vendors and employees are paid in a timely manner according to established laws, rules and regulations.

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts.

Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Research, compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned.

Process accounts receivable as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to assure accuracy; prepare invoices and arrange for billings as directed.

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Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.

Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assure reports are submitted to appropriate administrator or agency according to established time lines.

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, typewriter, computer and assigned software.

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

General accounting and business functions of an educational organization.

Policies and objectives of assigned programs and activities.

Use and processing of requisitions, purchase orders, invoices and related documents.

Preparation, review and control of assigned accounts.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Provide technical accounting support for various accounts and functions such as accounts payable, and accounts receivable.

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Verify, balance and adjust accounts.

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Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute vendor and claim reimbursement payments as assigned.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Reconcile, balance and audit assigned accounts.
Compare numbers and detect errors efficiently.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and two years 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.
Sitting for extended periods of time.