

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of complex clerical accounting duties in support of assigned District accounts and functions such as accounts payable, accounts receivable, budgets and employee travel; prepare and maintain a variety of manual and automated financial and statistical records, reports and files.

#### **REPRESENTATIVE DUTIES:**

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

Perform a variety of complex clerical accounting duties in support of assigned District accounts and functions such as accounts payable, accounts receivable, budgets and employee travel; process and verify various financial forms and documents; calculate financial and statistical data.

Review, verify and compile accounting data; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists, reports and documents; maintain automated financial records; verify accuracy of input and output data.

Compile a variety of accounting data and information; prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, warrants, income, budgets, expenditures and assigned accounts and activities; establish and maintain filing systems.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; reconcile statements and other financial documents as required; review data for accuracy and completeness; make corrections as needed.

Receive, review and process purchase orders, requisitions, reimbursements, payment requests, cash advances, claims and invoices as assigned; arrange for payments as needed; verify appropriate signatures and fund availability; produce warrants and process checks for distribution as required.

Process accounts receivable as assigned; collect, receive, process and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare, balance and reconcile cash accounts, and prepare and distribute bank deposits as required.

Serve as an informational resource to other departments concerning assigned accounting functions and related activities; respond to inquiries, resolve issues and discrepancies and provide information concerning related accounts, transactions, practices, policies and procedures.

Communicate with District personnel, outside agencies and others to exchange information and resolve issues or concerns; maintain contact with vendors to modify and clarify invoices, purchase orders and discrepancies; confer with school site staff concerning order status as assigned.

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

assigned software.

Determine appropriate budget, grant or other funding source to post income and expenditures to in accordance with established guidelines and requirements to as assigned.

Perform a variety of general clerical duties in support of assigned activities such as preparing correspondence, maintaining calendars, duplicating materials, processing forms, answering telephone calls and disseminating documents as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work.  
Financial and statistical record-keeping techniques.  
Preparation, review and control of assigned accounts.  
Preparation of financial statements and comprehensive accounting reports.  
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 using tact, patience and courtesy.  
Arithmetic computations.

**ABILITY TO:**

Perform a variety of complex clerical accounting duties in support of assigned District accounts and functions such as accounts payable, accounts receivable, food services and employee travel.  
Prepare and maintain accurate financial and statistical records and reports.  
Verify, balance and adjust accounts.  
Compare numbers and detect errors efficiently.  
Receive, review and process purchase orders, requisitions, reimbursements, payment requests, cash advances, claims and invoices as assigned.  
Reconcile, balance and audit assigned accounts.  
Assemble, organize and prepare data for records and reports.  
Process and record accounting transactions accurately.  
Operate standard office equipment including a computer and assigned software.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Make arithmetic computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical accounting experience.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.

PHYSICAL DEMANDS:  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

*Office-Technical Job Description*

*Adopted by BOT 1/26/06*

*Revised BOT 1/23/06*