



For the future of every student

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

### **BASIC FUNCTION:**

Under the direction of the Accounting Supervisor, perform a variety of technical accounting duties in support of accounts payable, accounts receivable and other assigned District accounts and functions; process, evaluate and audit related invoices, purchase orders and transactions; train and provide work direction and guidance to assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties in support of accounts payable, accounts receivable and other assigned accounts and functions; prepare, process and verify a variety of financial forms and documents; assist in assuring accurate and timely payment for various goods and services.

Receive, process, evaluate and prepare invoices for payment; check invoices and match with purchase orders, requisitions and receivers; audit invoices for accuracy including pricing, vendor information, coding, proper signatures and cost calculations; prepare, issue and distribute payments.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established procedures; provide input concerning employee evaluations as requested.

Check invoices for various goods and services to assure fund availability; review and evaluate funds and monitor various budgets in assuring expenditures comply with established limitations; assist and advise school sites and various departments in complying with budget limitations.

Compare and reconcile various fiscal statements, records, reports and documents to assure accurate fund accounting; review and audit data, records, reports and documents for accuracy and completeness; identify, correct and resolve errors and discrepancies.

Process accounts receivable; prepare and distribute invoices for designated expenses; receive, process and verify incoming monies; issue receipts; check money totals against receipts and invoices to assure accuracy; prepare, calculate, balance and reconcile deposits and related paperwork.

Calculate, assemble, match, sort, review, code and post a variety of financial and statistical data; maintain, review and adjust assigned accounts; update accounts and ledgers to reflect income and expenditures; balance and reconcile various accounts as directed.

Research, compile, prepare and revise accounting data; maintain and update a variety of financial and statistical records and files related to accounts, income, expenditures, balances, vendors, invoices, purchase orders, budgets and assigned activities.

Serve as a technical resource to District personnel concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, transactions, records, reports, standards, requirements, policies and procedures.

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

Prepare, process and verify a variety of financial transactions such as claims, requisitions, reimbursements, transfers, tax payments, contract payments, cancelled checks, replacement checks, affidavits and purchase orders.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; initiate and receive telephone calls; prepare and respond to a variety of correspondence; duplicate and distribute materials.

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

Maintain contact with vendors and staff to modify and clarify invoices and resolve discrepancies; verify reimbursement information with staff as needed; follow-up on and resolve issues with purchase orders, invoices, warrants and payments as needed.

Participate in year-end closing and auditing activities as required; reconcile and balance related accounts.

**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.

Modern office practices, procedures and equipment.

Practices, procedures and techniques involved in the processing of accounts payable.

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

Preparation, review and control of assigned accounts.

Data control procedures and data entry operations.

Principles of training and providing work direction.

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 technical accounting duties in support of accounts payable, accounts receivable and other assigned District accounts and functions.

Review, process, evaluate and verify invoices, purchase orders and reimbursements.

Train and provide work direction and guidance to assigned personnel.

Maintain accurate financial and statistical records.

Assemble, organize and prepare data for records and reports.

Verify, balance and adjust accounts.

Compare numbers and detect errors efficiently.

Identify, investigate and resolve financial errors and discrepancies.

Establish and maintain cooperative and effective working relationships with others.

Type or input data at an acceptable rate of speed.

Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Make arithmetic computations with speed and accuracy.  
Operate standard office equipment including a computer and assigned software.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years accounting experience including work with accounts payable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

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

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*Approved by Personnel Commission: 09/19/2007*