

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform fiscal clerical work involved in the checking, posting and maintenance and financial and statistical records for an assigned accounting function or program.

#### **ESSENTIAL FUNCTIONS:**

Audit invoices for correct extension of prices, units, taxes and discounts.

Check warrants returned from County or Data Processing for accuracy.

Maintain vendor records.

Receive and receipt payments.

Receive and distribute mail; answer the telephone and refer calls or take messages.

Research invoices and discuss outstanding invoices with schools, vendors, departments or kitchens.

Contact vendors regarding problems on invoices or shipments.

Maintain records on income and expenditures.

Assure expenditures are in compliance with approved program requirements.

Compile basic spreadsheets and reports; compile information for project applications.

Prepare correspondence, type and file.

Assist in preparation of Food and Nutrition Services budgets for Budget Technician; prepare inventory and purchasing reports.

Prepare payroll input and/or expense documents for data processing.

Review time sheets and other fiscal documents.

Assist other accounting personnel as directed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices and terminology used in financial record-keeping.

Modern office practices, procedures and equipment.

Operation of a computer terminal.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Perform routine accounting clerical duties in the maintenance of assigned accounting records.

Add, subtract, multiply and divide quickly and accurately.

Maintain accurate financial and statistical records and prepare reports from clearly indicated sources.

Operate standard office equipment such as a computer terminal, typewriter, calculator and copier.

Learn and apply office policies, rules and practices.

Understand and follow oral and written directions.

Type at a minimum of 35 words per minute from clear copy.

Prepare and input documents rapidly and accurately.

Meet schedules and time lines.

Work cooperatively with others.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

See to read, post and assure the accuracy of accounting records.

Hear and speak to exchange information.

Bend at the waist, kneel or crouch to retrieve and file materials.

Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.