

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACCOUNTING ASSISTANT I

Salary Range 10

BASIC FUNCTION:

Under the direction of the accounting & budgeting supervisor, prepares the billing, collecting, posting, and refunding of student fees and other cash receipts; bills appropriate parties for outstanding fees; receives, classifies, total, balances and posts fees to appropriate accounts; prepares variety of financial and statistical records; prepare bank deposits; and performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES:

E = indicates essential duties of the position

- Maintains accounts receivable records for student fees; bills students and agencies for various fees; contacts district departments to discuss financial records and transactions of students; and places holds on student accounts. (E)
- Receives and posts cash receipts from a variety of sources including students, employees, billings, library fines, bathroom vending machines; balances and reconciles cash receipts with register tapes. (E)
- Maintains accounts receivable records for parking permits and meters; receive, counts, and balances as required. (E)
- Prepares variety of financial aid disbursement lists; verifies and balance amounts according to established procedures. (E)
- Prepare bank deposits including fees, deposits, financial aid, scholarships, loans, and parking coins. (E)
- Receives, inspects, and verifies accuracy of a variety of financial and statistical documents; provides information and assistance to students, parents, district employees and outside organizations regarding assigned accounts and functions. (E)
- Prepares requisitions for equipment and supplies.
- Prepares and maintains a variety of records and reports related to assigned accounts and functions. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of financial and statistical record-keeping experience.

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.

Financial and statistical record-keeping techniques.

Basic accounting practices and procedures.

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

ABILITY TO:

Perform clerical accounting duties in the support of assigned accounts.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Maintain accurate financial and statistical records.

Learn, apply and explain policies, procedures, rules and regulations.

Add, subtract, multiply and divide quickly and accurately.

Operate a computer terminal and applicable software to enter data, maintain records and generate reports.

Understand and follow oral and written directions.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.
Compile and verify data and prepare reports.
Maintain routine records.
Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Departments of Rehabilitation, Defense, Veteran's Affairs, AVC Security, Palmdale School District, AV Union High School District, EOPS, Cal Works, Financial Aid, and Lockheed Aerospace.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.