

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACCOUNTING ASSISTANT II

Salary Range 13

BASIC FUNCTION:

Under the direction of a designated supervisor, performs a variety of responsible accounting duties related to Associated Student Organization (ASO) funds and accounts, budget accounts, accounts payable, accounts receivable, assisting with payroll and cashiering and others; receipt, post, balance and reconcile financial transactions; assist in the preparation and processing of financial, statistical and personnel-related documents, records and materials. Performs other related responsibilities as may be assigned.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant II incumbents are assigned responsible clerical accounting duties requiring the exercise of a greater amount of experience and independence in such areas as accounts payable, accounts receivable and ASO fund, assisting with payroll and cashiering and preparing and processing financial and statistical documents for multiple accounting functions. Incumbents in the Accounting Assistant III classification Performs complex accounting clerical duties in processing District classified and faculty payroll. Accounting Assistant I incumbents perform repetitive tasks in support of assigned accounts and perform clerical, data entry and basic payment processing work.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Maintains financial and statistical records related to assigned areas of accounting and coordinates these with other accounting functions. (E)
- Assure payments, receipts and documentation are in accordance with district, county, State and federal laws, regulations and procedures. (E)
- Receives, counts, balances, and posts financial transactions to proper accounts and ledgers; enters inventory, financial and statistical data to proper account; adjust accounts as needed. (E)
- Prepares and maintains accounting records for ASO accounts, budget accounts; post financial data and prepares reports showing trial balances, profit and loss. (E)
- Performs a variety of accounting clerical duties related to the processing of district accounts payable; inspect invoices for accuracy and verify receipt of goods as ordered. (E)
- Enter purchase orders and receipt of goods into college system; verifies accuracy of purchase orders against requisition data. (E)
- Contacts vendors to discuss billing and receipt issues; clarify issues and exchange information as needed; researches statements received from vendors and inspect invoices received for supporting codes and documentation. (E)
- Enters data related to issuing refunds and canceling warrants; compile and distribute supporting data as needed.
- Performs a variety of calculations and financial and statistical recordkeeping; verifies accuracy of financial and numerical data and follows-up on issues of inaccuracy and discrepancy. (E)
- Receives and disburses cash according to established procedures; refund or bill students for fees due; distribute financial aid checks; prepares bank deposits and reconciliations; enters appropriate data into computer and posts to proper accounts.
- Performs a variety of clerical duties related to student events and activities.
- Operates a variety of office equipment including computer, adding machine, copier
- Provides direction and guidance to student workers.
- Performs other related duties as may be assigned.

Correction: 9-1-10 Associated Student Body (ASB) to Associated Student Organization (ASO)

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of responsible clerical accounting experience.

KNOWLEDGE OF:

Methods, procedures and terminology used in assigned clerical accounting duties.

Financial and statistical record-keeping techniques.

Advanced accounting practices and procedures.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Laws, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Basic operation of standard office machines.

Telephone techniques and etiquette.

Operation of a computer and applicable software.

ABILITY TO:

Perform responsible and advanced clerical accounting procedures.

Perform clerical accounting duties in the maintenance of assigned accounts.

Prepare and maintain accurate financial and statistical records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate a computer and applicable software.

Prepare financial statements and other technical financial reporting documents.

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

Plan and organize work.

Work confidentially with discretion.

Add, subtract, multiply and divide quickly and accurately.

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

Answer telephones and greet the public courteously.

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Type at an acceptable rate of speed.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides direction and guidance to student workers. Do not have full-time employees to supervise.

CONTACTS: Co-workers, other departmental personnel, vendors, LACOE, vendors, agencies, students, and student workers.

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.

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