

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

Accounting Assistant

DEFINITION:

Under direction, within the framework of standard policies and procedures, performs complex technical accounting and auditing functions and assists in the planning, preparation, maintenance and review of financial and statistical records, and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Performs complex technical accounting and auditing functions;
- develops, prepares, reviews, calculates, verifies and audits retirement and payroll transactions;
- maintains accurate records of Federal, State and local funds;
- prepares financial statements, statistical and management reports, including attendance;
- reconciles cash and other general ledger accounts;
- provides support and assistance to the accountants and performs special projects as may be assigned;
- provides training and support in all aspects of the accounting and auditing functions;
- assists staff in the resolution of complex problems;
- assists in establishing office procedures, forms and timelines;
- provides technical advice and assistance to school districts' and program staff;
- works with Accountant to ensure appropriateness of account coding;
- audits, reconciles and corrects a variety of records and reports from various sources;
- prepares spreadsheets for various financial reports;
- prepares a variety of Federal, State, and local financial reports;
- processes interfund transfers and deposits revenue for all school districts;
- provides support for AB1200 fiscal oversight responsibilities;
- verifies accuracy of financial reports;
- performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of education and experience that provides the knowledge and abilities is qualifying. Typically, this would include a High School diploma or equivalent with additional course work in bookkeeping and accounting and three years of increasingly responsible experience in accounting or auditing, preferably including experience in a county or school district office in a computerized accounting environment. Required to hold a valid CA Driver License and proof of insurance when driving is an assigned job duty.

KNOWLEDGE OF:

- Principles used in technical accounting work and general double-entry bookkeeping methods as they related to assigned areas of responsibility;
- State and Federal laws as they pertain to the school accounting requirements;
- office practices and procedures, and systems, State guidelines and account codes
- standard English usage, spelling, grammar and punctuation;
- safe work practices;
- word processing, spreadsheet, database and computer report development software at a level of proficiency sufficient to successfully perform assigned duties.

ABILITY TO:

- Develop, and implement new or revised procedures based on understanding, interpreting, and applying, information prescribed by codes, regulations, manuals, directives, and statutes;
- prepare and audit statistical reports;
- perform technical school auditing duties;
- create and maintain complex spreadsheets, files, and reports using relational databases and other types of financial record-keeping systems;
- operate standard business office machines including, but not limited to, calculator, computer, and typewriter and a variety of other office equipment.
- work cooperatively and effectively with those contacted during the course of work.
- handle sensitive information with discretion;
- plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- maintain orderly work environment and perform tasks in a prescribed and safe manner;
- effectively coordinate a variety of simultaneous tasks;
- maintain and improve professional skills and knowledge;
- be flexible and receptive to change.

SKILLS IN:

Language Skills:

- Written communication skills to produce memos, email, letters, or other documentation;
- oral communication skills demonstrating tact, diplomacy, and sensitivity to individual concerns;
- reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain to others.

Mathematical Skills:

- Perform mathematical calculations with speed and accuracy;
- reconcile differences using mathematical skills and understanding of financial record-keeping systems.

Reasoning Ability:

- Ability to apply a wide range of procedures and the analysis of facts to determine what action should be taken within the limits of standard practice, referring unusual cases to supervisor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;

- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 15 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Functions with frequent interruptions.

031020-Labor Grade 13, Salary Range 48 ACCOUNTING ASSISTANT