

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

ACCOUNTING ASSISTANT

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

EXAMPLES OF DUTIES:

Performs complex clerical accounting and auditing functions; maintains accurate records of Federal, State and local funds; prepares financial statements, statistical and management reports; 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 the coordination and scheduling of the work of payroll audit staff; assists staff in the resolution of complex problems; assists in establishing office procedures, forms and timelines; provides technical advice and assistance to school districts' staff; works with Accountant to ensure appropriateness of account coding; audits, reconciles and corrects a variety of records and reports from various sources; prepares semi-monthly spreadsheet for payroll tax deposits for all school districts; types Federal and State quarterly tax reports; prepares interfund transfers and deposits revenue for all school districts. Provides support for AB1200 fiscal oversight responsibilities. Verifies accuracy of districts' financial reports and performs related work as required.

MINIMUM QUALIFICATIONS:

Education: High School or equivalent with additional course work in bookkeeping and accounting

and

Experience: 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.

Knowledge of: Basic principles of accounting and bookkeeping rules, regulations, policies; State and Federal laws as they pertain to the school accounting requirements; office practices and procedures, computerized accounting functions and systems, State guidelines and account codes.

Ability to: Develop and implement new or revised procedures; apply, communicate, and follow procedures prescribed by manuals, directives, and statutes; ensure compliance with policies, procedures, laws and regulations; prepare and audit statistical reports; perform technical school auditing duties; give advice and instruction to school district personnel regarding procedures and accounting activities; operate standard business office machines including, but not limited to, calculator, computer, and typewriter and a variety of other office equipment.

071399 – Labor Grade 10, Salary Range 42 - ACCOUNTING ASSISTANT

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