

SUNNYVALE SCHOOL DISTRICT

June 2019

CLASS TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform a variety of clerical accounting functions for the District in connection with assigned accounts; prepare and maintain related financial records and reports.

ESSENTIAL DUTIES:

Receive, sort, match, code and file invoices, requisitions, warrants, credit cards and purchase orders covering a variety of District and site activities in preparation for payment; verify accuracy of information and make corrections as necessary; receive, verify and distribute checks to vendors and employees.

Encumber purchase orders; assign and verify accuracy of account numbers; verify status of encumbered purchase orders and related expenditures.

Prepare accounts payable batches to the County Office for processing; document cash and checks received in journal.

Prepare general and consultant contracts and MOU's for Board approval. Communicate with vendors to exchange information, request necessary paperwork, and resolve issues.

Process purchases and track expenditures for private schools.

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to invoices, statements, orders and deliveries.

Verify revolving fund receipts; calculate and total amounts; obtain required signatures and issue checks; reimburse account in accordance with established guidelines; deposit checks and record reimbursed checks.

Establish and maintain a variety of records, logs, lists, reports and files related to assigned activities; update and maintain vendor lists.

Set-up and monitor petty cash accounts; reimburse accounts through the revolving accounts; close accounts at year end; receive student activity deposits.

Create and input a variety of data and documents into computerized system; generate required reports.

Receive sort and distribute departmental mail.

Operate a variety of office equipment including a calculator, copier, fax machine and a computer and assigned software.

Train new employees and assigned accounting staff in the use of new accounting software as

directed.

Provide assistance during year-end audits and to auditors as assigned.

Perform related duties as assigned.

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.

Techniques of utilizing related accounting clerical software.

Laws, rules and regulations related to assigned clerical accounting activities.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Basic math.

ABILITY TO:

Perform clerical accounting duties in the maintenance of assigned accounts.

Add, subtract, multiply and divide quickly and accurately.

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

Process and record accounting transactions accurately.

Compare numbers and detect errors efficiently.

Understand and follow oral and written instructions.

Type and input data at an acceptable rate of speed.

Meet schedules and time lines.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Ability to lift up to 25 pounds.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.