

CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under limited direction of the assigned supervisor and using advanced accounting principles, performs a wide variety of highly responsible professional and technical accounting functions in the maintenance, verification and reconciliation of accounting records. Uses computer systems and software at a high level of skill. Responsible for accurate data collection, analysis and processing. Completes schedules, studies and reports according to established laws, codes, regulations and standards.

ESSENTIAL DUTIES:

Prepare, audit, analyze and verify fiscal records and reports.

Prepare, analyze and post financial transactions, including budget, encumbrances, revenue, expense, and general ledger.

Reconcile general ledger accounts.

Prepare month-end and year-end close entries.

Prepare and update cash flows and other data necessary in the preparation of financial reports.

Assist with the preparation of the annual budget.

Review expenditure documents, including reimbursement requests, invoices, contracts and credit card statements, to ensure availability of funding, mathematical correctness and compliance with District policy and state and federal funding requirements.

Answer questions or concerns and resolve discrepancies from District personnel and the public requiring interpretation of complex laws, rules and regulations governing the District's accounting procedures and budget.

Prepare schedules and collect data for external auditors.

Provide training in the use of the District's computerized financial systems.

Establish and maintain a variety of records, logs, lists and files related to assigned duties including receiving, reconcile, and file invoices, requisitions, warrants and purchase orders.

Set-up, monitor, and reconcile petty cash accounts; receive, count, and deposit funds for miscellaneous cash and student activity accounts.

Initiate purchase requisitions.

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.
Laws, rules and regulations related to program compliance guidelines.
Record-keeping techniques.
District organization, programs and policies.
Financial accounting and budget preparation procedures.
Techniques of utilizing related accounting software.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Basic math.

ABILITY TO:

Perform difficult, complex and responsible analytical work.
Analyze data from a variety of sources.
Maintain accurate financial and statistical records and prepare reports.
Add, subtract, multiply and divide accurately.
Process and record accounting transaction accurately.
Compare numbers and detect error efficiently.
Communicate effectively both verbally and written.
Meet schedules and time lines.
Work independently with little direction.
Work cooperatively with others.
Understand and follow verbal and written instruction.
Work under the pressure of time constraints and cope with difficult situations in a sensitive manner.
Operate a variety of modern office equipment including computer systems and software application.
Interpret, apply and explain rules, regulations, laws, codes, policies and procedures.
Establish and maintain cooperative and effective working relationships.

EDUCATION, EXPERIENCE AND TRAINING:

Any combination equivalent to: Graduation from high school and two years of general clerical accounting experience. Two years community college preferred with an emphasis in accounting. Additional course work, workshops and in-service activities.
Computer literacy.

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 25 pounds

TERMS OF

EMPLOYMENT:

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

EVALUATION:

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