



PERSONNEL COMMISSION

Class Code: 0755
Salary Range: 19 (C1)

INTERMEDIATE ACCOUNTING ASSISTANT

JOB SUMMARY

Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Record employee attendance on time sheets or time cards; record used leave credits such as vacation, sick leave, jury duty, or industrial accident for employee absences; record employee overtime or compensatory time; complete and forward forms of employees approved for temporary upgrades or limited term assignments; correct discrepancies in attendance accounting and send to payroll unit; forward records to payroll unit for processing and issuance of employee pay checks. **E**
- Explain timekeeping procedures and the payroll process to employees and answer questions or refer employee questions to the payroll unit. **E**
- Compute and record charges, extend prices, compute taxes, process authorized appropriation transfers, refunds for lost or damaged goods, freight charges and similar items. **E**
- Prepare and review buy-out requisitions, conference and travel requests, request for services (e.g. maintenance), and mileage reimbursement claims; forward claims to accounts payable for processing and issuance of warrants. **E**
- Match and verify purchase orders, invoices, receivers and packing slips for authorization of payment to vendors for a variety of materials, supplies, commodities and equipment; identify discrepancies and make adjustments before preparing authorization documents. **E**
- Verify school cafeteria cash sales and input deposit transactions into computerized system; maintain records of food warehouse stock and update as needed. **E**
- Establish and maintain filing systems categorized by program and object codes and other classifications. **E**
- Answer questions and provide information to District and County Office employees, vendors and the public in person and telephonically on transactions (e.g. invoices, delivery, price increases, account balances), approvals and available funds. **E**
- Operate a computer terminal to input data, calculate data and generate reports. **E**

- Operate office machines and equipment such as a ten key calculator, personal computer and multi-line telephone. *E*
- Enters codes and amounts on warrant registers and adjustments as needed. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Intermediate Accounting Assistant is the journey level class of the account clerk series. An incumbent gives attention to detail in reviewing forms and documents for accuracy and completeness. Incumbents perform a variety of accounting work involving basic numeric calculations and clerical work according to prescribed procedures and regulations. An Intermediate Accounting Assistant computes, credits and debits accounts, checks forms and documents, records employee attendance, identifies discrepancies and makes adjustments to accounts. Increasingly posting charges to accounts is computerized on spreadsheets and databases and less is done manually. Information is entered into the computer from paper receipts and documents and then is stored on paper as computer prints out.

EMPLOYMENT STANDARDS

Knowledge of:

Basic clerical accounting principles and practices including double entry bookkeeping.
Methods and practices of financial record keeping.
Data entry devices and uses.
Modern office practices, procedures and equipment.
Computerized accounting systems, personal computer and keyboard.
Computer software applications including spreadsheets.

Ability to:

Perform basic accounting clerical work.
Make arithmetic calculations quickly and accurately.
Review and maintain assigned accounts and reports.
Understand and follow oral and written directions.
Operate modern office machines such as a ten key calculator and computer terminal.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

Experience:

Two years of full-time financial or statistical record keeping work.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.