



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex clerical accounting duties in support of assigned District accounts including accounts payable and accounts receivable; receive, review and process purchase orders and invoices; prepare and maintain related financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex clerical accounting duties in support of assigned District accounts including accounts payable and accounts receivable.

Receive, review, process, sort and file purchase orders and invoices according to established procedures; prepare invoices and purchase orders for payment; inspect orders for accuracy and completeness regarding vendor address, coding and cost calculations; make corrections as necessary.

Prepare and maintain various auditable records and reports related to purchase orders, income, expenditures and assigned accounts; establish and maintain filing systems.

Process accounts payable according to established District procedures as assigned; maintain contact with vendors to clarify invoices; check invoices and match with purchase orders and receivers; resolve related issues.

Process accounts receivable as assigned; prepare bank deposits; prepare and reconcile bank statements and other financial statements as directed; prepare and assure accuracy of receipts; follow up with departments to verify information and receipt of orders.

Verify, balance and adjust assigned accounts in support of assigned District programs; transfer funds as appropriate; monitor funds for income and expenditures.

Input purchase order, warrant and other financial data into an assigned computer system; generate purchase orders and various computerized reports; assure accuracy of input and output data.

Process affidavits/requests for warrant replacements and warrant cancellations according to established procedures; file paid warrants.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures: review data for accuracy and completeness.

Accounting Assistant II - Continued

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

Communicate with administrators, personnel, vendors and outside agencies to exchange information and resolve issues or concerns.

Perform various clerical duties related to assigned activities such as answering phones, greeting visitors and typing and duplicating various materials; sort and distribute incoming mail; process various forms and applications including reimbursement claims as assigned.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping and report preparation techniques.
- Preparation, review and control of assigned accounts.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

ABILITY TO:

- Perform a variety of complex clerical accounting duties in support of assigned District accounts including accounts payable and accounts receivable.
- Receive, review and process purchase orders and invoices.
- Maintain accurate financial and statistical records and prepare reports.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Learn District organization, operations, policies and objectives.
- Operate standard office equipment including a computer and assigned software.
- Perform clerical duties related to assigned activities.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Accounting Assistant II - Continued

- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.

- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to the completion of the twelfth grade and two years of clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 34