

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services or other assigned supervisor, perform a variety of clerical duties in the preparation, checking and maintenance of accounting records, support documents and financial and statistical reports within clearly established accounting systems and procedures such as the maintenance of a complete set of minor accounts or a segment of a larger system.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant classification performs accounting clerical duties in support of other accounting functions. Incumbents may also perform accounting-related functions for academic departments which require special reporting and monitoring for grants or special programs. Incumbents assigned to the classification of Accounting Technician perform more complex accounting duties and exercise independent judgment over an established accounting function such as accounts payable and payroll. The Senior Accounting Technician classification is assigned accounting work which requires knowledge which is deeper in terms of technical application of accounting and accounting control principles. Senior Accounting Technician incumbents operate with more freedom to act and are typically assigned complete responsibility for specific complex accounting functions.

REPRESENTATIVE DUTIES:

Assemble, match, sort, tabulate, check and file financial statistical data. (E)

Maintain statistical records and process documents involved in financial transactions. (E)

Post, balance and adjust accounts; prepare monthly summaries by account number. (E)

Operate a variety of office machines including computer, calculator and typewriter. (E)

Assemble financial and statistical data for various reports from files and records. (E)

Maintain a variety of records, reports, documents and files. (E)

Provide information to students and staff concerning financial records and transactions. (E)

Assure that District procedures and Board policies are adhered to at all times.

Assist other accounting clerical personnel in support of the maintenance of more complex accounts.

Assist in other clerical support of assigned office including typing and office receptionist work.

Compile and prepare reports of accounting and statistical data.

Assist in cashiering functions relating to students on a variety of payments.

Perform related duties as assigned.

KNOWLEDGE OF:

Oral and written communication skills.

Applicable sections of the State Education Code and other applicable laws.

Technical aspects of field of specialty.

Basic accounting practices and procedures.

Use of data processing terminals.

Software used in fiscal functions.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

ABILITY TO:

Apply bookkeeping principles to the maintenance of routine fiscal and accounting records.

Operate a computer and fiscal software.

Make arithmetic computations with speed and accuracy.

Operate standard office machines such as calculators and computers.

Learn office polices, rules and practices.

Understand and follow oral and written instructions.

Type at 45 words net per minute from clear copy.

Prepare data processing input documents rapidly and accurately.

Meet schedules and time lines.

Work cooperatively with others.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in bookkeeping, one year of experience involving financial record-keeping and training in computer-related accounting/spreadsheet programs.

ENVIRONMENT:

Office environment.

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PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer terminal, typewriter and standard office equipment.

Reaching overhead, above the shoulders and horizontally to retrieve files.

Bending at the waist to maintain files.

Hearing and speaking to exchange information on the telephone or in person.

Seeing to assure entries are recorded accurately.

HAZARDS:

Extended viewing of computer monitor.