

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACCOUNTING ASSISTANT III

Salary Range 16

BASIC FUNCTION:

Under the direction of the accounting & budgeting supervisor, performs a variety of complex accounting responsibilities related to district data and records; prepares, maintains, adjusts and processes a variety of financial and statistical documents, records and reports which cover all aspects of district operations; performs other related responsibilities as may be assigned.

DISTINGUISHING CHARACTERISTICS: Accounting Assistant I incumbents perform repetitive tasks in support of assigned accounts and perform clerical, data entry and basic payment processing work. Accounting Assistant II incumbents are assigned responsible clerical accounting duties requiring the exercise of a greater amount of experience and independence than the Accounting Assistant I in such areas as accounts payable, accounts receivable and ASB fund, assisting with payroll and cashiering and preparing and processing financial and statistical documents for multiple accounting functions. Incumbents in the Accounting Assistant III classification perform complex accounting clerical duties related to district data and records in such areas as accounts receivable, financial aid accounting, 1099 reporting and auxiliary bank accounts. Accounting Assistant I incumbents perform repetitive tasks in support of assigned accounts and perform clerical, data entry and basic payment processing work. Accounting Assistant II incumbents are assigned responsible clerical accounting duties requiring the exercise of a greater amount of experience and independence in such areas as accounts payable, accounts receivable and ASB fund, assisting with payroll and cashiering and preparing and processing financial and statistical documents for multiple accounting functions.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Collects, compiles, matches, totals and verifies accuracy and completion of a variety of complex financial and statistical documents and materials; corrects and recalculates data as needed; processes according to established procedures; follows up and resolves issues and concerns as necessary. (E)
- Posts, arranges, and balances financial records; prepares and maintains journals, ledgers, accounts and other financial records; coordinates accounts receivables; coordinates financial aid functions and IRS reporting of 1099's. (E)
- Draws down, transfers, posts and monitors Federal and State financial aid revenue. (E)
- Prepares and verifies the accuracy of financial and statistical records, reports, accounts, documents, and closing functions monthly and annually; prepares trial balances, schedules and various financial and statistical statements; correct errors and transfer funds to proper accounts; enters data and account transfers to computer; coordinates district auxiliary accounts. (E)
- Performs difficult calculations and enter a variety of financial, statistical and payroll data into computer; verifies accuracy of district and county computer output and corrects as necessary. (E)
- Prepares and maintains a variety of records, reports, ledgers and accounts; prepares reports for a variety of government agencies; performs a variety of general clerical duties including answering phones, opening mail and typing. (E)
- Responds to questions from employees, supervisors and others; interprets, applies and explains laws, regulations, policies, procedures, contracts, Board actions and State Education Code. (E)
- Operates a variety of office equipment including a computer terminal, typewriter, microfiche, printer, copier, calculator, fax machine and signature machine.

- Assists district sites with proper completion and maintenance of journals, ledgers, documents and statements; trains personnel as necessary.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible financial record-keeping experience including at least one year in an automated accounting environment and record keeping in a community college or district-level school setting and some college level accounting.

KNOWLEDGE OF:

Principles, methods, procedures and terminology used in complex clerical accounting work.

Financial and statistical record-keeping techniques.

District payroll policies and procedures.

Preparation, maintenance, verification and processing of variety of records.

Applicable sections of the State Education Code, federal financial aid regulations and other applicable laws.

Preparation, review and control of assigned accounts.

Modern office practices, procedures and equipment.

Operation of a computer and data entry techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic research methods.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of complex accounting clerical duties involving independent judgment and initiative.

Maintain accurate financial and statistical records.

Verify, balance and adjust accounts.

Apply and explain policies, procedures, rules and regulations.

Operate a computer terminal to enter data, maintain records and generate reports.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student workers.

CONTACTS: Co-workers, other departmental personnel, vendors, banks, government agencies, Cities of Palmdale and Lancaster.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.