

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor perform a variety of complex clerical-accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing and related activities for accounts on a district-wide basis; prepare and maintain a variety of financial and statistical records and reports.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant III classification is the experienced level position in the series with accountability for assigned accounts on a district-wide basis. Incumbents work under general supervision and perform complex clerical accounting duties. **Accounting Assistant II** classification is the advanced level position in the series. Incumbents work under close supervision and perform a variety of clerical accounting duties in support of assigned accounts and functions typically within a single department or program. **Accounting Assistant I** the entry-level position is this series. Incumbents work under immediate supervision and perform routine fiscal clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex clerical-accounting duties in support of assigned accounts and functions for an assigned District-level set of accounts

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.

Process accounts payable as assigned; receive, process, sort, code and purchase orders, claims, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and

compliance, student attendance accounting and the generation of periodic reports.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.

Compile information and prepare and maintain a variety of financial and statistical reports and reports related to vendors, purchase orders, invoices, travel and conference, income, expenditures, grants, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns; provide the San Diego County Office of Education with audit documentation, as requested

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

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; participate in registration activities as directed.

Assemble, organize and prepare data for records and reports.