

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ACCOUNTING ASSISTANT

#### BASIC FUNCTION:

Under the direction of the Director-Fiscal Services, perform accounting duties involved in the maintenance of assigned accounting records.

#### REPRESENTATIVE DUTIES:

Maintain statistical records and process a variety of documents involved in financial transactions; maintain accounts payable and other accounting records as appropriate. **E**

Monitor monies in assigned accounts; maintain records of bank deposits, revolving cash fund and other financial information; prepare checks for assigned accounts as required. **E**

Maintain a variety of records, reports, documents and files related to assigned accounting function; compile statistical and financial data and prepare reports; copy and distribute reports as assigned. **E**

Post, balance and adjust accounts; assure that all data entered or posted is accurate and complete; assure compliance with established District procedures and policies. **E**

Process the mailing of warrants; review warrants for accuracy. **E**

Assemble, match, sort, tabulate, check and input a variety of financial and statistical data; sort and prioritize invoices for payment; set-up invoices for payment according to District policies and procedures. **E**

Assist other office staff with obtaining files, copies of reports or expenditures.

Perform a variety of clerical duties such as typing, making copies and filing; operate a variety of office machines including computer terminal, adding machine, typewriter and copier.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Basic accounting practices and procedures.

Modern office practices, procedures and equipment.

Basic operation techniques of data processing terminals.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Make arithmetic computations and tabulations with speed and accuracy.

Maintain accurate financial and statistical records.

Operate standard office machines such as a typewriter, adding machine and computer terminal.

Learn the policies, rules and practices of an assigned office.

Understand and follow oral and written directions.

Type at an acceptable rate of speed.

Prepare data processing input documents rapidly and accurately.

Meet schedules and time lines.

Work cooperatively with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical accounting experience involving financial record-keeping and data entry.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

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.