

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: ACCOUNTING ASSISTANT II****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of skilled accounting duties in support of accounts and functions such as accounts payable, accounts receivable, billings and related activities in an office or department setting; maintain related financial and statistical records and files.

DISTINGUISHING CHARACTERISTICS:

Account Assistant II classification performs skilled work in specialized clerical and accounting duties.

ESSENTIAL DUTIES:

- Maintain financial and statistical records related to an area of accounting such as accounts payable, accounts receivable, child nutrition services and others; coordinate assigned area with other accounting duties.
- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; reconcile statements, ledgers, records and other financial documents review data for accuracy and completeness.
- Process accounts receivable; receive, code and verify incoming fees; prepare and process receipts; check money totals against receipts and invoices to assure accuracy
- Receive, review, process, sort and file purchase orders and invoices; prepare invoices for payments; assemble and distribute warrants and other materials with required documents; cancel warrants and verify warrant status.
- Verify, balance and adjust accounts; monitor funds for income and expenditures; prepare and reconcile bank statements and other financial statements.
- Receive, review and verify a variety of accounting information; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records and databases; prepare and maintain records, journals, ledgers, lists and logs.
- Collect and compile a variety of data for departmental records and budgets; assist in the preparation of the annual budget for a department; track various budget expenditures.
- Review, track and audit employee check requests, mileage, expense claims, travel expenses, credit card purchases, purchase orders and other expenses.
- Generate reimbursements, payments and checks; re-issue lost or misplaced checks; provide accurate and timely payments to contractors, vendors, students, teachers, staff and parents.
- Receive money and maintain records of cash receipts; accounts for and prepares bank deposit documents.
- Communicate with staff and outside agencies to coordinate activities and resolve issues or concerns; provide information to staff and others pertaining to financial record matters, issues, and concerns.
- Operate a computer terminal in posting and maintaining to fiscal and financial records

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.
Accounting legal mandates, practices, and procedures.
Fiscal record management systems.
Financial and statistical record-keeping techniques.
District organization, operations, regulations, policies and objectives related to position.
Interpersonal skills using tact, patience and courtesy.
Understand and follow oral and written directions.
Compute mathematical computations rapidly and accurately.
Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.
Bank deposits and statement reconciliation processes.
Maintain accurate financial and statistical records.
Reconcile, balance and audit accounts.
Meet schedules and timelines.
Type and enter data accurately.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Work in a fast-paced, high volume environment with frequent interruptions.
Establish and maintain effective working and cooperative relationships with others.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year of experience in accounting and/or fiscal record management procedures or supplemented by coursework (12-semester units) in accounting or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Hear and speak to exchange information.
Sit and stand for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch to file materials.
Lift and carry objects weighing up to 10 pounds.
Push and pull objects up to 35 pounds.