

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION

Under the direction of an administrator or designee, to perform difficult and responsible accounting and fiscal record management functions that involve manual and computer-assisted record management systems; to prepare a variety of fiscally related reports and records; and to do other related work as required. Incumbents in this classification provide students and staff with a variety of fiscal record management functions services which in turn directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Establishes, balances, verifies, adjusts, and maintains accounting and fiscally related records and reports
- Reviews, sorts and maintains a variety of fiscal accounts payable and receivable information, files and records to ensure comprehensive and accurate data compliance with prescribed accounting systems and generally accepted principles of accounting
- Generates and distributes invoices of varying complexity on behalf of the District
- Processes a variety of documents, verifying items received and services rendered before payment process, pertaining to financial-related transactions
- Operates a computer terminal in posting to records and files
- Receives money and prepares a record of cash receipts
- Receives, reviews, and verifies financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines
- Processes payments using the District fiscal services system through the Los Angeles County Office of Education fiscal services system
- Prepares or assists in the preparation of a variety of reports required by Federal, State, and County agencies
- Makes complex arithmetical calculations and verifies the accuracy of computer system output reports
- Prepares documents and verifies warrant listings and releases of payment from various accounts and funds
- Responds to inquiries, including phone, mail and walk-ins (e.g. district staff, vendors, district and site personnel, contractors, community representatives, etc.) to resolve issues, provide requested information and/or refer to appropriate department personnel
- Prepares bank deposit documents and reconcile bank statements
- Performs accounts payable and accounts receivable functions and performs a variety of follow up activities in clearing vendor warrants
- Posts to subsidiary ledgers, journals and summaries
- May prepare trial balances and financial statements
- Assists District personnel in the resolution of payroll issues and concerns
- Prepares or assists in the preparation of State and Federal payroll related documents and reports
- Receives, reviews and verifies payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines
- Prepares and distributes personnel and fringe benefit records summaries
- Prepares and releases payroll warrants and various payroll documents
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Perform complex accounting and fiscally related clerical functions
- Prepare and review financial reports, records, and related summaries
- Perform double entry bookkeeping, as required by the assignment
- Make complex arithmetical calculations with speed and accuracy using a 10-key calculator touch process

Knowledge of:

- Methods, practices, and procedures pertaining to accounting and fiscally related record management systems
- Manual and computer-assisted accounting and fiscal record management systems
- Bank deposits and statement reconciliation processes
- Fiscal report preparation and formatting
- Inventory control processes and procedures

Ability to:

- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Operate computers and other business equipment
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 50 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

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Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of increasingly responsible experience in fiscal record management and reporting involving manual and computer-assisted process.

Education:

Equivalent to the completion of High School, supplemented by training or coursework in accounting, bookkeeping, and business practices and procedures.