



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** ACCOUNTING ASSISTANT I

**BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of clerical accounting duties in support of assigned school-based categorical programs and accounts; prepare and maintain related financial records and reports.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of assigned school-based categorical programs and accounts.

Prepare and maintain various auditable records and reports related to income, expenditures, personnel and assigned accounts and programs; establish and maintain filing systems; process various financial forms and applications including reimbursement claims as assigned.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income, expenditures, inventory and attendance information; reconcile statements and other financial documents; review data for accuracy and completeness.

Verify, balance and adjust assigned accounts in support of assigned categorical programs; transfer funds as appropriate; monitor funds for income and expenditures.

Input a variety of financial and statistical data into an assigned computer system; generate various computerized reports as requested; assure accuracy of input and output data.

Process requisitions, invoices and a variety of fees; prepare purchase orders and submit to appropriate personnel for approval and signature according to established guidelines.

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

Communicate with administrators, personnel and outside agencies to exchange information and resolve issues or concerns.

Answer telephones; take and relay messages or transfer calls to appropriate personnel; greet visitors and provide routine information; perform other assigned clerical duties such as typing and duplicating various materials.

Order, receive, distribute and maintain inventory of office and classroom supplies as directed.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Methods, procedures and terminology used in clerical accounting work.
- Basic financial and statistical record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.

## **Accounting Assistant I - Continued**

- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

### **ABILITY TO:**

- Perform a variety of clerical accounting duties in support of assigned school-based categorical programs and accounts.
- Maintain accurate financial and statistical records and prepare reports.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Learn and apply office and program policies, rules and practices.
- Learn applicable sections of the State Education Code and other applicable laws.
- Operate standard office equipment including a computer and assigned software.
- Perform clerical duties related to assigned activities.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Add, subtract, multiply and divide quickly and accurately.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and one year of experience in general clerical work, including financial record keeping activities.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor work environment.

#### **PHYSICAL DEMANDS:**

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 31