

Job Description

San Ramon Valley Unified School District

Accounting Assistant

Purpose Statement

The job of Accounting Assistant I is done for the purpose of providing support to department activities with assigned processes specific to processing, recording, updating and reconciling of fiscal information and statistical records; and assisting with the generation of periodic reports in accordance with established financial practices.

This job reports to Assigned Supervisor

Essential Functions

- Assembles files, records and financial data for the purpose of assisting auditors and conveying and/or gathering information required.
- Assists in maintaining accounts payable, accounts receivable and other records for the purpose of providing historical documentation and procedural accuracy.
- Deposits monies for the purpose of ensuring accurate deposits, accounting and financial security.
- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Operates office equipment for the purpose of implementing daily accounting processes.
- Executes a variety of office processes (e.g. stores previous year's files, processes accounts receivable and benefits checks and retiree benefit invoices) for the purpose of ensuring their implementation and completion.
- Prepares warrants for the purpose of completing and filing required legal documents.
- Prepares and assists others with invoices, financial statements, budgets, and other documents for the purpose of documenting processes, providing data reference, conveying information, and complying with established financial and administrative requirements.
- Researches errors for the purpose of ensuring accuracy and adhering to established procedures.
- Responds to staff inquiries for the purpose of providing information, direction and/or referral for addressing inquiry.
- Serves as assistant for accounts payable, when assigned, for the purpose of ensuring implementation for daily accounting processes.
- Provides coverage for District Office Assistant/Receptionist as needed for the purpose of facilitating District office operations and customer service.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating office equipment; preparing and maintaining accurate records; performing bookkeeping/accounting procedures; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles, procedures, and methods; care and use of data entry devices; and basic functions of computer operations.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information; accuracy and attention to detail; adapting to changing work priorities; dealing with frequent interruptions; displaying tact and courtesy; and organizing tasks.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: One year of clerical experience involving financial or statistical data.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 12