

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical-accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, billings, or cash transactions for an assigned District department or program; maintain related financial and statistical records and files.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant II classification is the advanced-level position in the series. Incumbents work under close supervision and perform a variety of clerical-accounting duties in support of assigned accounts and functions typically within a single department or program. **Accounting Assistant I** is the entry-level position in this series. Incumbents work under immediate supervision and perform routine fiscal-clerical duties. **Accounting Assistant III** classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex-clerical accounting duties with accountability for assigned accounts on a District-wide basis.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, procedures and terminology used in clerical accounting work.

Basic financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing.

Maintain accurate financial and statistical records.

Assemble, organize and prepare data for records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Add, subtract, multiply and divide whole numbers, fractions and decimals.

