

CORONA NORCO UNIFIED SCHOOL DISTRICT**ACCOUNTING ASSISTANT I****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of responsible clerical work in connection with maintaining and verifying manual, or financial and statistical records and reports; to prepare fiscally related reports and records.

DISTINGUISHING CHARACTERISTICS:

Account Assistant I are assigned responsible clerical accounting duties in an areas such as accounts payable, accounts receivable and general accounting. Account Assistant II classification performs complex duties in specialized clerical and accounting duties.

ESSENTIAL DUTIES:

- Maintain financial and statistical records related to an assigned area of clerical accounting such as accounts payable, accounts receivable, child nutrition services and others; coordinate assigned area with other accounting duties.
- Processes and verify documents involving financial transactions.
- Verify, balance and adjust accounts; receive, verify and audit invoices, work orders and receipts for supplies, equipment and services.
- Prepare and process invoices, requisitions, purchase orders and other accounting related documents for an assigned set of accounts; maintain records of payments, receipts and inventories; prepare list of warrants for approval for payment; distribute warrants to vendors and District personnel.
- Compile, sort, code, calculate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records.
- Research errors, discrepancies and other issues or concerns; follow up on past due accounts including accounts payables; perform needed data input and corrections and prepare records and reports as required.
- Prepare and generate a variety of financial and statistical reports and summaries; enter, compile and tabulate data for inclusion in reports; prepare and type a variety of written materials including lists, correspondence and memoranda.
- May receive money and maintain records of cash receipts; accounts for and prepares bank deposit documents.
- Operate a computer terminal in posting and maintaining to fiscal and financial records.
- Performs responsible clerical duties, including sorting, filing, duplicating, searching, and responding to informational inquiries.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE/ABILITIES

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.

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 (6-semester units) in accounting and/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, Successful Passing of Proficiency Exam.

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.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch to file materials.