

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT - HIGH SCHOOL (Range 21)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform accounting and related clerical work in compiling, reviewing, maintaining and reporting financial data related to both ASB accounting and assigned high school site and department accounts.

REPRESENTATIVE DUTIES:

Process ASB accounts payable invoices; code, review for accuracy, monitor timelines for applicable discounts, and post to computer producing computerized checks. **E**

Prepare, review and post to computer ASB journal entry transactions between club accounts transferring income/expense related transactions. **E**

Process ASB accounts receivable; receive money, write receipt, reconcile cash balances, prepare and make bank deposits, and code and post activity into the computer. **E**

Assist with providing for proper collection and accountability of monies received; prepare cash and ticket boxes for various school events; prepare deposit and post to accounts. **E**

Prepare ASB financial reports using applicable software. **E**

Prepare, log and monitor ASB purchase orders; receive and review paperwork for accuracy and completeness. **E**

Monitor and track high school departmental requisitions and purchase orders. **E**

Assist with monitoring and tracking site budget; review for accuracy; prepare report to District finance office of discrepancies, requesting corrections/adjustments. **E**

Operate a calculator, computer, typewriter and other office equipment as assigned. **E**

Provide technical assistance to other employees regarding interpretation of laws, regulations, contracts, District policies, Education Codes and accounting procedures.

Maintain, sell and distribute bus passes, issue temporary bus passes, football and dance tickets and other activities as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting, bookkeeping, budgeting principles, practices and procedures.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Operation of a computer terminal.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform accounting and related clerical work in compiling, reviewing, maintaining and reporting financial data.
Prepare, develop, monitor and maintain financial statements and reports.
Operate office machines such as calculator and computer terminal.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. Any combination equivalent to three years accounting clerical experience which can be supplemented by college-level course work in bookkeeping or accounting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to read financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard and calculator.
Sitting for extended periods of time.