

ACCOUNTING ASSISTANT

Reports to: Varies according to assignment

Division: Varies according to assignment

Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

General description

This is an experienced-level classification in which incumbents perform a variety of routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

Specific duties and responsibilities

- Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices.
- Calculate and ensure accuracy of incoming and outgoing payments.
- Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities
- Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed.
- Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed.
- Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases.
- Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures.
- Maintain confidential information, records, and files.
- Perform related duties as assigned.

ACCOUNTING ASSISTANT

Requirements

Education: Possession of a high school diploma or GED. Completion of college coursework in accounting, business, or related field is preferred.

Experience: Two years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

Knowledge of:

- Methods, procedures, and terminology used in clerical accounting
- Financial record-keeping practices
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in a variety of computerized accounting and enterprise financial systems, and other software programs and databases
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as vendors and school districts

Licenses and certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.



ACCOUNTING ASSISTANT

Working conditions

Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Series

Fiscal/Business

Salary range 66

Approved by the Personnel Commission:
Revised:

July 20, 2005
June 27, 2019