



## **JOB TITLE: ACCOUNTING ASSISTANT I**

Classification: Classified  
Salary Range: 22

Retirement Type: PERS\*  
Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare, monitor and maintain financial and statistical records; receive, disburse and maintain records related to cash receipts. Incumbents in the Accounting Assistant I class perform routine financial record-keeping tasks under close supervision according to prescribed methods and procedures. The Accounting Assistant II class operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts. The Accounting Assistant III classification is assigned a broader, more complex set of accounts involving a complete program or functional responsibility with considerable interaction with other accounting or program personnel and the responsibility for checking or verifying the work of other accounting personnel.

### **REPRESENTATIVE DUTIES:**

Perform routine clerical accounting duties in an assigned area such as financial aid, accounts payable or other accounting area.

Perform cashier duties collecting cash and making change; balance and maintain cash drawer or box; prepare monies for bank deposits.

Assemble, match, tabulate, sort, post and enter financial data into a personal computer as assigned; compute and verify extensions.

Receive, disburse, total and reconcile daily cash receipts or disbursements.

Prepare, check and process financial forms including warrants, requisitions, purchase orders, vouchers, invoices and other similar fiscal documents.

Sell tickets to theater performances, athletic contests and special events.

Assist in preparing financial and statistical records and reports.

Operate a variety of equipment including personal computers I, typewriter, calculator, cash register and copier.

Assist other clerical accounting personnel in the preparation and maintenance of other accounts as assigned.

Perform clerical duties in assigned area such as typing, filing, answering telephones and assisting students and the public at a counter or window.

Perform related duties as assigned.

**JOB QUALIFICATIONS:**Education and Experience:

Typical office setting.  
Extensive use of personal computer.  
Long periods of sitting.  
Hand/fingers dexterity.  
Lift and carry up to 25 pounds.  
Move from one work area to another as needed.

**OTHER QUALIFICATIONS:**Knowledge/Areas of Expertise:

Financial and statistical record-keeping techniques.  
Methods and techniques of recording, receiving and disbursing cash.  
Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Operation of office equipment.

Abilities/Skills:

Perform routine clerical accounting duties in an assigned area.  
Receive, count, receipt and maintain records related to cash collected or disbursed.  
Add, subtract, multiply and divide quickly and accurately.  
Learn department and program objectives and goals.  
Learn to operate a personal computer and calculator.  
Operate office equipment according to assigned area.  
Type at an acceptable rate of speed.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Make change quickly and accurately.

**WORKING CONDITIONS:**

Typical office setting.  
Extensive use of personal computer.  
Long periods of sitting.  
Hand/fingers dexterity.  
Lift and carry up to 25 pounds.  
Move from one work area to another as needed.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.