

EVERGREEN SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of accounting clerical tasks in support of the fiscal aspects of an assigned department, function or program; provide accounting clerical support to District-wide programs or accounts.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant II classification performs diversified accounting work with independent responsibility for assigned accounts within the accounting function. The Accounting Assistant classification involves responsibility for accounts on a District-wide basis which involves more account analysis, greater understanding of accounting practices and overall accountability for assigned accounts.

REPRESENTATIVE DUTIES:

Process transactions for a variety of assigned accounts; provide fiscal controls for assigned accounts. *E*

Prepare for assigned accounts; provide financial information for assigned accounts to meet District or Department needs; update and maintain account balances. *E*

Maintain financial records and files for assigned accounts; supply financial information as necessary. *E*

Collect and post data to logs assuring accuracy of financial information covering assigned functions and accounts. *E*

Respond to inquiries regarding fiscal aspects of assigned program; resolve issues and complaints. *E*

Prepare items for payment such as such as time and payroll records, reimbursements and billing corrections. *E*

Greet visitors; perform a variety of clerical support tasks.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting and bookkeeping.
District accounting and related procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of arithmetic calculations.
Type at an acceptable rate of speed.
Work cooperatively with others.
Understand and follow oral and written directions.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Operate standard office equipment including a calculator and computer.
Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including and two years clerical accounting experience.

WORKING CONDITIONS:

ENVIROMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

Classified Salary Schedule: Range 33