Job Description

Position:	Accounting Assistant I	Department:	Accounting
Position Status:	Full Time/Non-Exempt	Bargaining Unit:	Support Unit
Reports to:	Assistant Accounting Manager	Revised:	11/08/2019

DEFINITION
Under general supervision, to assist with and perform a variety of accounting and statistical record keeping and office support work; to prepare, maintain, and process of District fiscal records; to maintain all functions of accounts payable, and to perform other job-related duties as required.

DISTINGUISHING CHARACTERISTICS
This is the fully experienced working level for District accounting and fiscal support functions. An incumbent is expected to maintain and assist with the maintenance of accounting and fiscal records, such as accounts payable and general ledger.

ESSENTIAL FUNCTIONS
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Assist with and perform a variety of District accounting and fiscal record keeping and office support work.
- Enter all vendor invoices into the accounting system within 24 hours of receipt.
- Ensure all vendor invoices all posted to the correct account and cost center.
- Forward vendor invoices to the appropriate manager for approval and follow up to ensure approvals are provided in a timely manner.
- Reconcile vendor statements monthly or more often as necessary.
- Prepare cash requirements report and prepare checks on a weekly basis.
- Communicate with vendors regarding invoicing questions and ensure current W-9 information is on file.
- Perform annual 1099 reporting.
- Maintain the vendor database in the accounting software.
- Assists with reconciling general ledger accounts.
- Maintain and administer the purchase requisition system.
- Monitor the accounts payable general mailbox and process information as necessary. Vendors should be encouraged to send their invoices electronically to accounts payable.
- Prepare and enter check deposits into the bank.
- Prepares accounting reports and related correspondence as needed or directed.
- Support management during annual year end audit.
- Perform other ad-hoc duties as assigned by management.
- Maintain the integrity of the historical records.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of

- General purposes, methods, practices, and procedures of accounting, and financial record keeping systems.
- Various accounting software systems.
- Operation and use of the District's computerized scale and fee computation system.
- Correct English usage, spelling, grammar, and punctuation.
- Knowledge of purchasing processes.
- Knowledge of Microsoft Office and Excel.
- Experience with Microsoft Dynamics.

Ability to

- Display a high level of integrity, organization and a strong work ethic.
- Demonstrate attention to details and produce high quality work.
- Ability to allocate and prioritize work assignments, work independently and meet deadlines.
- Be a self-motivated, fast learner with effective communication skills.
- Work as a team player.
- Perform a variety of financial and record keeping assignments requiring the interpretation and application of basic accounting principles.
- Perform a variety of general accounting support duties.
- Apply District financial record keeping and reporting requirements to work assignments
- Understand and navigate the appropriate accounting software to develop and maintain accounting database information.
- Deal tactfully, courteously, and efficiently with the public and other staff.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Communicate clearly and effectively both orally and in writing.

Training and Experience

- Three to five years of accounting work experience is required for this position.
- AA degree is preferred.

TYPICAL WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 40 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication;

Mental Demands

While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the

essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment

Work is performed in an office environment; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with other District employees and members of the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print