



Accounting Assistant III

DEFINITION

Under general supervision, performs difficult and responsible sub-professional accounting work including activities related to the operation and maintenance of an Enterprise Resources Planning (ERP) accounting, payroll and purchasing systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Assistant series. Incumbent is assigned the more difficult and complex clerical accounting tasks. Duties performed require a knowledge of overall ERP accounting, payroll and purchasing systems, and the ability to exercise independent judgement in the interpretation of related departmental procedures.

EXAMPLES OF DUTIES

Typical duties are divided among completion of sub-professional accounting work, payroll and purchasing functions and may include but are not limited to the following:

- prepares billings of miscellaneous accounts receivable;
 - communicates with District personnel, vendors, and others regarding invoices, project cost information, payroll related issues, and customer refund inquiries;
 - reconciles cash receipts, accounts receivable, and project costs;
 - prepares various journal entries;
 - assists in sub professional accounting or clerical work as required;
 - performs other subprofessional accounting and clerical work as required;
 - maintains computerized bid and vendor files;
 - prepares purchase orders, requisitions and related documents;
 - prepares purchasing reports as required;
 - places, expedites and follows up on orders for materials and equipment;
 - arranges for return of unacceptable materials, claim adjustments, etc.;
 - prepares special reports as required; may draft correspondence;
 - may provide lead direction and/or training to other personnel;
 - follows applicable safety rules and regulations;
 - operates a variety of computer and standard office equipment, including typewriters, fax machines and calculators.
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- *On a backup basis:*
 - processes the bi-weekly payroll, payment of payroll related taxes and deductions and completes bi-weekly payroll reporting;
 - reviews and processes all payroll data submitted, including timesheets, salary, benefit, and deduction changes;

- enters all data in system and generates bi-weekly payroll checks for all District employees and prepares and electronically transmits the bi-weekly payroll direct deposits to financial institution for processing;
- prepares and submits state and federal payroll tax payments and prepares third party remittance information for submission to Accounts Payable department;
- prepares posting of payroll journal to financial system;
- prepares and reconciles a variety of payroll, tax, retirement, worker's compensation and fringe benefit reports;
- provides technical assistance to employees on processes related to payroll and time reporting;

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Basic accounting, payroll and purchasing methods, concepts and terms;
- accounting, payroll and/or purchasing systems;
- accounting, payroll and purchasing principles and procedures;
- integrated accounting software systems;
- accounting and payroll recordkeeping;
- spreadsheet and word processing programs;
- office practices and procedures;
- proper English spelling, grammar, punctuation, and letter writing practices;
- basic mathematics.

Ability to:

- Perform difficult accounting work with speed and accuracy;
- prepare and maintain a wide variety of reports and records;
- verify, enter and reconcile data;
- analyze situations accurately and independently and adopt an effective course of action;
- understand and carry out written and oral instructions.
- work independently and meet deadlines;
- analyze problems and recommend effective solutions;
- maintain confidentiality of information and files;
- establish and maintain effective working relationships with those contacted in the course of work;
- communicate effectively orally and in writing;
- operate a personal computer and utilize a computer-based accounting system and word processing and spreadsheet software.

Training and Experience:

- Completion of the twelfth grade or its equivalent; and,
- three years of experience involving accounting and/or payroll computerized systems, utilization of PC's and related word and spreadsheet software

The following experience is desirable:

- SAP, Oracle or Peoplesoft system experience in a payroll, HR, or accounting environment;

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: August 1995
Revised: March 2008; January 2022
Approved by: Human Resources Manager