

## ACCOUNTING ASSISTANT-ASB

### JOB SUMMARY

The Accounting Assistant-ASB maintains the Associated Student Body (ASB) financial books and records for a high school under the direction of an assigned administrator. The Accounting Assistant-ASB processes and records transactions, maintains ASB accounts, and prepares financial reports.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Accounting Assistant-ASB may perform any combination of the following:

- Establishes and maintains a wide variety of student body, club, and district fund accounts.
- Collects and deposits monies for various activities and sales. Prepares and maintains financial records and reports such as balances, income, expenditures, scholarships, sales, general ledger, transfers, receipts, cash, balances, and deposits.
- Enters financial data into accounting system, initiates queries, develops spreadsheets, generates a variety of reports and statements, and maintains automated records and files, ensuring accuracy of input and output of data.
- Compares and reconciles various fiscal statements, records and reports to assure accurate fund accounting; reviews and audits data, records and reports for accuracy and completeness; identifies, researches and resolves errors and discrepancies.
- Generates and prepares periodic and special accounting reports and financial statements.
- Prepares and processes purchase orders, invoices, reimbursements, and billings for payment and ensures purchases comply with established guidelines.
- Provides financial information and explains rules and procedures for fundraisers, events, and activities to staff, students and parents. Calculates, reviews and posts a variety of financial and statistical data. Oversees financial operation of student-related fund-raising activities such as ticket and event sales and provides guidance and supervision to students, volunteers, and staff.
- Prepares cash boxes used at events and accounts for all funds used and collected.
- Assists ASB director and principal in developing and maintaining budgets and following accounting policies and procedures and recommending improvements.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Methods, procedures and terminology used in technical accounting work.
- Guidelines, practices, policies and procedures related to ASB accounting functions.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Use and processing of purchase orders, requisitions, receivables, invoices and related documents.
- Policies and objectives of assigned programs and activities.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Current, up-to-date office practices and procedures.

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- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

### ABILITY TO:

- Perform a variety of technical accounting duties and functions.
- Maintain accurate financial and statistical records.
- Prepare comprehensive accounting reports and statements.
- Identify, investigate and resolve financial errors and discrepancies.
- Organize, safeguard, and comply with financial recordkeeping practices and policies.
- Monitor and audit revenue and expenditures.
- Process incoming cash, monies, deposits and receipts.
- Prepare data for records and reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Process purchase orders and requisitions.
- Maintain, balance, adjust and reconcile accounts.
- Prepare invoices, billings and reimbursements for payment.
- Operate standard office equipment including a computer and assigned software.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Understand and resolve issues, complaints and problems.
- Work with minimal supervision and exercise appropriate judgment when making decisions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate with courtesy, diplomacy and tact.

### DISTINGUISHING CHARACTERISTICS

The Accounting Assistant-ASB is distinguished from the Accounting Technician, the next level in the accounting/finance job family as follows:

The **Accounting Assistant – ASB** is a journey-level classification that performs responsible and varied accounting and related clerical functions requiring independent judgment over all student accounts and District funds as assigned and serves as the site expert for ASB fund accounting. Positions in this class work directly with students and campus clubs to provide orientation and training in the collection, handling and processing of activity funds.

The **Accounting Technician** is an advanced-level class assigned accounting work requiring in-depth knowledge concerning technical application of accounting and accounting control principles and oversees the work of account clerks.

The **Accounting Assistant** is responsible for performing journey-level accounting and related clerical functions at a District level, requiring independent judgment over established functions such as accounts payable.

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**EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Coursework in bookkeeping or accounting is preferred. Two years of varied clerical accounting recordkeeping work, preferably including substantial public contact.

**REQUIRED TESTING**

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

**CERTIFICATES**

None

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**CLASSIFIED**

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**ENVIRONMENTAL CONDITIONS**

None