



## PERSONNEL COMMISSION

**Class Code: 0760**  
**Salary Range: 22 (C1)**

### SENIOR ACCOUNTING ASSISTANT

#### JOB SUMMARY

Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Prepare periodic reports summarizing aggregate expenditures such as salary accounts, labor distribution, categorical programs, monthly, quarterly or annual reports. **E**
- Review and correct salary and benefit account codes and post corrections to journals to ensure that salaries are charged to the proper fund. **E**
- Review time sheets and time cards for accurate coding; correct codes and assign to proper salary accounts. **E**
- Provide object codes and account numbers upon request. **E**
- Summarize cash flow report and reconcile with bank funds for reports on the status of the general fund. **E**
- Check revolving fund vouchers and returns to originator for completion and correction or forward to accounts payable for preparation of a warrant. **E**
- Check codes and account numbers of maintenance job cost records to ensure charges are assigned to proper accounts; correct errors or review source document and notify budget branch or originators of needed corrections. **E**
- Prepare journal vouchers to authorize release of encumbrances for expenditures; enter data into computerized system. **E**
- Calculate transportation trip costs and prepare journal vouchers to make debits and credits to appropriate accounts. **E**
- Effect appropriation transfers upon receipt of authorized signatures; enter changes via on-line computer system. **E**
- Prepare worksheets on expenditures, receipts and the status of cash in banks and District funds. **E**
- File and maintain files of documents, reports and records. **E**
- Operate a computer terminal to input data, calculate data and generate reports. **E**

- Operate office machines and equipment such as a ten key calculator, personal computer and multi-line telephone. ***E***
- May serve in a lead role in guiding and assisting other accounting personnel in accomplishing assigned work.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Senior Accounting Assistant performs clerical accounting work of moderate difficulty on accounting processes and transactions or on a function of District wide scope. An incumbent consolidates and summarizes data for accounting reports, solves problems on account classifications and codes and inputs corrections and prepares journal vouchers and journal entries. A Senior Accounting Assistant may serve in a lead capacity with Accounting Assistants or other staff in providing guidance and direction in the accomplishment of accounting work or perform a specialized functional accounting responsibility. Increasingly posting charges to accounts is computerized on spreadsheets and databases and less is done manually to general ledgers. Information is entered into the computer from paper receipts and documents and then is stored on paper as computer prints out.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Accounting and bookkeeping principles and practices including double entry bookkeeping.

Methods and practices of financial record keeping.

Modern office practices, procedures and equipment.

Data entry devices and uses.

Computerized accounting systems, personal computer and keyboard.

Computer software applications including spreadsheets.

#### **Ability to:**

Perform basic accounting clerical work.

Make arithmetic calculations quickly and accurately.

Prepare, monitor and maintain assigned accounts and reports.

Train and provide work direction to others.

Understand and follow oral and written directions.

Meet schedules and timelines.

Communicate effectively in person or telephonically on accounting processes or procedures.

Explain in simple terms complex accounting processes or procedures.

Operate office machines such as a ten key calculator and computer terminal.

Establish and maintain effective working relationships with others.

**Education and Training:**

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

**Experience:**

Three years of full-time financial or statistical record keeping work one of which is preferably in a public agency.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS**

Seeing to read, review and assure accuracy of financial statements and reports.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information in person or telephonically.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.