

ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, perform a variety of clerical accounting duties in support of accounts payable; provide clerical support in the purchasing of services, supplies and equipment for the District; receive, review and process purchase orders and invoices.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Process accounts payable according to established District procedures as assigned; input purchase order information into an assigned computer system; generate purchase orders and submit for approval as necessary; mail to appropriate vendors.

Provide clerical support in the purchasing of services, supplies and equipment for the District; travel to vendor sites to bid on goods; maintain and update vendor catalogues and files; assure goods and services are paid for in a timely manner.

Receive, review, process, sort and file purchase orders and invoices; prepare invoices and purchase orders for payment according to established time lines and procedures; inspect orders for accuracy and make corrections as necessary; code purchase orders and invoices and prepare cost calculations.

Verify invoices and match with purchase orders; resolve invoice discrepancies as necessary; prepare and distribute checks as directed.

Contact vendors to verify pricing, order information and related purchasing data; modify purchase orders as necessary; follow up with departments to verify information and receipt of orders.

Assist District staff and Administrators follow Cal-Card guidelines and procedures; assure compliance with requirements of the Fresno County Office of Education audit; make payments to the credit card company.

Compile information and prepare and maintain various auditable records and reports related to accounts payable, purchasing activities and assigned duties; establish and maintain filing systems; process and duplicate various forms and applications.

Initiate and receive phone calls concerning various purchasing and accounts payable functions; respond to inquires from vendors and District personnel and provide information concerning purchase orders, deliveries, account information and invoices.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Prepare a variety of correspondence related to purchasing and accounts payable.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting and purchasing practices, procedures, policies and terminology.
Financial and statistical record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable laws, codes, regulations, policies and procedures.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Mathematical computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of accounts payable.
Provide clerical support in the purchasing of services, supplies and equipment for the District.
Receive, review and process purchase orders and invoices.
Maintain accurate financial and statistical records and prepare reports.
Assemble, organize and prepare data for records and reports.
Verify pricing, order information and related purchasing data.
Operate standard office equipment including a computer and assigned software.
Perform clerical duties related to assigned activities.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for extended periods of time.

