



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## ACCOUNTING ASSISTANT I

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of clerical accounting duties in support of assigned accounts and functions including accounts payable and accounts receivable at assigned sites; maintain related financial and statistical records and files; prepare a variety of fiscally related reports and records; perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; process and verify various financial forms and documents according to legal mandates, policies, and operational guidelines; assist with balancing assigned accounts as directed at a school site.
- Receive, review, process, sort and file forms, purchase orders and invoices as assigned; process vendor payments; enter daily purchases; prepare invoices for payments; assist with processing of documents, forms, mailings and other materials.
- Verify quantities of purchased products per unit price; ensure vendor invoice and statements match items received.
- Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports; process requisition and reimbursement requests; prepare daily cash count, cash over and short reports; receive money and prepare a record of cash receipts.
- Process a variety of documents pertaining to financially-related transactions, which may include student body funds, inventory control and food service fiscal record management functions; prepare trial balances and financial statements.
- Maintain a variety of information, files and records such as supply orders, inventory, travel requests, accounting support and other records related to income, expenditures and assigned accounts; initiate queries and generate spreadsheets, reports and other documents as assigned; establish and maintain filing systems.
- Prepare bank deposit documents, and reconcile bank statements, as needed.
- Prepare and assist in the preparation of a variety of reports required by federal, State, and county agencies.
- Assist in the preparation and release of payment from various accounts; prepare posts to general and subsidiary ledgers.
- Assist and provide information to other agencies, District employees, and others pertaining to financial record matters, issues, and concerns.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.

- Manual and computer-assisted accounting and fiscal record management systems.
- Bank deposits and statement reconciliation processes.
- Fiscal report preparation and formatting; inventory control processes and procedures.

**ABILITY TO:**

- Perform complex accounting and fiscally related clerical functions.
- Prepare and review financial reports, records, and related summaries.
- Perform double entry bookkeeping.
- Operate computers and other office equipment efficiently and effectively.
- Prepare financial reports using assigned software applications.
- Make mathematical calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Read and interpret computer-generated reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

Verification of a High School diploma, a GED certificate, or a higher degree.

**EXPERIENCE:**

Two years of experience performing increasingly responsible fiscal record management and duties involving manual and computer assisted processes. Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Course work in accounting practices, computer-assisted data management and/or related areas is preferred, but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office work environment.

**PHYSICAL ELEMENTS:**

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time but may walk or stand for brief periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

**Revision Date: 2/1/2024**