



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ACCOUNTING ASSISTANT II

DEFINITION:

Under the direction of an assigned Administrator or Supervisor and complexed professional accounting and budgeting work in the development, control and analysis of assigned District budgets; maintain financial and statistical records; prepare and maintain a variety of budgetary and statistical records and reports; job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform accounting and budgeting functions for an assigned department or programs; ensure District's fiscal, budget and accounting policies and procedures are properly executed within the rules and regulation guidelines
- Verify accounting and fiscally-related information and data
- Reconcile County financial systems to ensure updated information and notification of any discrepancies
- Maintain and monitor division budgets and financial records, including payroll and related fiscal reports
- Arrange and balance fiscal and financial data records.
- Monitor budgets for expenditures and appropriate account coding.
- Establish, post and maintain accounting and fiscal records.
- Prepare and verify the accuracy and completeness of financial files, records and reports.
- Prepare division budget projections; prepare accounting, budget and fund analyses; project salaries and department expenses.
- Monitor budget and actual expenses and make necessary adjustments to remain within approved budget
- Verify the accuracy of various financial and statistical reports.
- Process expenses for division/site employees; process timecards, order supplies for office and classrooms and perform other required fiscal processes in support of the division.
- Answer phones and respond to questions from visitors.
- Prepare technical and complex reports and accounting records.
- Process all cash receipts in accordance with District procedures.
- Ensure all cash receipts are documented in receipt book, reconciled to cash receipts on hand and submitted to Fiscal Services in a timely manner.
- Interpret and provide information to District personnel regarding routine legal mandates, policies, regulations and operational guidelines.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices and procedures of school district accounting and budget control record management.
- Operation of manual and computer-assisted accounting and budget control record management systems.

- Modern office practices, procedures and machines.
- Organization and planning methods, techniques and practices.

ABILITY TO:

- Perform complex and technical accounting and budget control clerical functions.
- Prepare, review and analyze accounting and budget control files, records, summaries and reports.
- Perform double entry bookkeeping and accounting functions.
- Advise other accounting and budget control clerical personnel.
- Make complex mathematical calculations and verify the results.
- Operate computers, terminals and other office machines and equipment effectively and efficiently.
- Understand and follow oral and written directions.
- Read and interpret computer-generated reports.
- Communicate effectively, both orally and in writing.
- Use appropriate application software effectively.
- Remain flexible and work effectively in an environment of frequent interruptions and changes in task priority.
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION

EDUCATION:

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

EXPERIENCE:

Three years of highly responsible experience in accounting or budget control record management and reporting, including one year in a specialized capacity. 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:

Supplemental training or course work in elementary accounting, bookkeeping, business office organization and planning, or in other closely related fields is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and 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 the essential job functions.

- Will infrequently exert 10 to 35 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.
- 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 written and 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

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