

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical accounting support for various accounts and functions such as accounts payable, and accounts receivable; perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; prepare, maintain and assure accuracy of various financial records and reports.

Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.

Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assure reports are submitted to appropriate administrator or agency according to established time lines.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

General accounting and business functions of an educational organization.

Policies and objectives of assigned programs and activities.

Use and processing of requisitions, purchase orders, invoices and related documents.

Preparation, review and control of assigned accounts.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

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Review, process, evaluate and verify a variety of financial information.

Identify, investigate and resolve financial errors and discrepancies.

Issue and distribute vendor and claim reimbursement payments as assigned.

Monitor and audit income and expenditures.

Assemble, organize and prepare data for records and reports.

Reconcile, balance and audit assigned accounts.

Compare numbers and detect errors efficiently.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.