

JOB TITLE: ACCOUNTING ASSISTANT II

REPORTS TO: Director, Business Services

POSITION PURPOSE:

Performs business office accounting as is required for MESD's payables, receivables/inventory; provides information and problem solving assistance to vendors, customers, and employees; and prepares, maintains, and reconciles accounting records, statements and reports.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

DISTINGUISHING CHARACTERISTICS:

Performs a variety of intermediate level business office bookkeeping and accounting tasks according to established bookkeeping and accounting principles and procedures. This classification is distinguished from Accounting Assistant I by the increased responsibility, skill, and knowledge required to maintain accounting records and be responsible for a designated business office.

ESSENTIAL JOB FUNCTIONS:

1. Arranges day-to-day activities to meet payables, receivables, and is responsible for carrying out designated business office functions.
2. Performs receivables billing, or purchase order/invoicing functions, and classifies, records and balances transactions to proper accounts in accordance with MESD procedures.
3. Prepares business office reports, compiles data from accounting and information systems records, performs account reconciliation functions, and prepares journal entries as needed.
4. Assists supervisor in preparing special reports and maintains payables or receivables records.
5. Receives, accounts for and safeguards cash, checks, or other valuables; issues receipts and classifies and codes transactions. When assigned, maintains petty cash funds; reconciles, makes deposits, and maintains related records.
6. Responds to requests for information and assistance from MESD customers, vendors, and employees, and, together with other business office colleagues, trouble shoots and resolves problems and concerns.
7. Develops and maintains follow-up systems or reports on actions required, and searches files and records for readily identifiable information.

OTHER JOB FUNCTIONS:

1. Coordinates and performs business office functions.
2. Assists in other functional areas in the business office as necessary to cover relief and maintain schedules.
3. Provides training and oversight to new business office staff.

Adopted: 1/95

Revised: 5/5/98

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4. Performs other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to communicate effectively with other customers, vendors, employees, students and the general public using tact, courtesy and good judgment
2. Ability to apply established procedures and guidelines to the keeping of accounts, performance of assigned functions, and preparation of reports.
3. Ability to operate standard office equipment such as typewriter, computer terminal, microcomputer with related software, telephone, calculator and photocopier.
4. Ability to make mathematical computations quickly and accurately.
5. Ability to perform double entry accounting functions, including the preparation of journal entries and summarization of transactions for year-end accrual of receivables and/or payables.
6. Ability to physically perform assigned duties.

EDUCATION AND EXPERIENCE:

High school diploma, or G.E.D., with one year business school or college accounting training and two years business and general office experience or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. Experience with receivables and/or payables practices, procedures and equipment, and with computerized spreadsheets and/or business office computerized systems.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.