

PALOMAR COMMUNITY COLLEGE DISTRICT

CALWORKs ACCOUNTING ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of clerical accounting duties in support of the Extended Opportunity Programs & Services (EOP&S) department and the CalWORKs program including accounts receivable, accounts payable and posting to the general ledger; maintain accurate financial records; and perform a variety of clerical accounting functions relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of EOP&S/CalWORKs and the Supervisor of EOP&S.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of clerical accounting duties in support of assigned area including accounts receivable, accounts payable and posting to the general ledger.
2. Perform accounts payable functions; analyze documents for payment; prepare, audit and code invoices for data entry.
3. Analyze and reconcile vendor statements and balance vendor accounts; refund checks for credit balances on account.
4. Maintain and update a variety of financial and statistical records, worksheets and documents; record information on spreadsheets and calculate totals.
5. Perform accounts receivable functions; receive and record payments; balance and reconcile monthly accounts receivable reports.
6. Process requisitions, vendor or service contracts, reimbursements, blanket purchase agreements and purchase orders.
7. Verify, audit and post purchase orders, expenditures, encumbrances and/or budget or expenditure transfers; ensure accurate processing and timely payment of purchase orders, contracts, maintenance agreements and blanket purchase agreements.

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8. Coordinate the return of various orders with vendors and appropriate department; expedite deliveries and changes to order.
9. Contact vendors to obtain quotes for needed supplies, materials, maintenance, repairs or service.
10. Prepare and post general ledger journal entries; reconcile accounts receivable, accounts payable, and asset and liability accounts to the general ledger; review general ledger for accurate posting.

Marginal Functions:

1. Perform routine clerical duties in support of assigned function as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Routine principles of clerical accounting including accounts payable and receivable.
- Methods and techniques of general ledger posting and reconciliation.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial recordkeeping.
- Basic mathematical principles.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform a variety of clerical accounting duties in support of assigned area.
- Prepare and post general ledger journal entries.
- Make mathematical calculations quickly and accurately.
- Maintain a variety of financial records and files.
- Prepare accurate and complete financial statements.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in course of work.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible clerical accounting experience. Experience using Microsoft Office suite of programs (including Excel) and Peoplesoft Financials preferred.

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Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in accounting or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for recognizing numerical figures.