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DEPT: Administration	SUPERSEDES: April 2009	NO:
TITLE: Accounting Assistant	PAGE: 1 of 2	

Occupation (Craft) Series

Accounting Assistant A \$23.46 - \$29.90

Accounting Assistant B \$19.28 - \$24.59

PRIMARY FUNCTION – A:

Under the direction of the Controller, to perform complex and difficult accounting and clerical work involved in keeping, reviewing, compiling and preparing financial data in direct support of accounting work; and to do related work as required.

PRIMARY FUNCTION - B:

Under supervision, to perform varied and responsible accounting clerical work and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Accounting Technician A: This is an advanced classification of an Accounting Assistant. Accounting clerical tasks of above average difficulty requiring frequent use of independent judgment are performed. This classification may also provide lead direction over subordinate clerical employees performing accounting work.

Accounting Technician B: Accounting clerical duties of average difficulty are performed under this classification. Routine tasks are performed with little supervision and new or unusual situations may be referred to the supervisor.

TYPICAL DUTIES – A:

(1) Manage property records of the District. Reconcile such records with the property records of the Bureau of Reclamation and the County of Tulare. Take periodic inventories of property and reconcile with existing inventory records. Is the liaison between County with regard to property records; (2) Payroll preparation. Check time records as to accuracy of time keeping, account distribution and proper approval of time records. Resolve errors and inaccuracies (3) Perform bank reconciliations; (4) Assist Controller in the processing of payables. Enter processed vouchers into the computer system and verify the accuracy of data entered. Maintain a report of purchase orders issued; (5) In the absence of the Controller, assume full responsibility of the procurement function including processing of payables; (6) Assist Controller in compiling annual budget summary data; (7) Hold the title and perform the functions of the District Assessor; (8) Other related work as required.



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TYPICAL DUTIES - B:

(1) Maintain property records of the District; (2) Assist in the processing of payables. Enter processed vouchers into the computer system and verify the accuracy of data entered. Maintain a report of purchase orders issued; (3) Under direction, perform the procurement function and processing of payables; (4) Other related work as required.

EMPLOYMENT STANDARDS:

Education and Experience:

A Level: At least five years experience in modern office practices and significant training and course work in administration and/or accounting at a post high school level. Work experience may be substituted for post high school course work at management's discretion.

B Level: Graduation from high school including courses in typing and office accounting practices plus two years experience.

Licensing: California driver's license (Class C) preferred.

Typical Responsibilities:

Knowledge of: (1) Basic bookkeeping principles, basic mathematics including fractions and simple interest, alphabetical and numerical sequences, general office practices, proper telephone procedures and proper grammar.

Ability to: (2) coordinate property acquisitions, transfers and retirements, administer government procedures for periodic inventories of property items, and verify payroll time records; (3) maintain clerical records and prepare reports and anticipate problems (including the development and anticipation of solutions); (4) look out for and effectively work with other personnel; (5) maintain cooperative working relationships with other personnel, governmental officials, and the public; (6) exercise appropriate methods of communication including the receiving and dissemination of information; (7) incorporate safe practices into performance of job duties; (8) work inside in a controlled physical environment; (9) expend moderate physical energy in periodic walking, climbing, and lifting; and (10) effectively demonstrate the application of all skills, knowledge, and aptitudes required to carry out the duties and responsibilities cited above.