PALOMAR COMMUNITY COLLEGE DISTRICT

SENIOR 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 District-wide financial record keeping, accounts payable and payroll functions; to prepare journal entries for general ledger posting; and to perform a wide variety of cashiering duties.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the performance of clerical accounting functions supporting District-wide fiscal operations. Such duties include receiving and posting monies from education centers, loan and debt payments and registration payments. In comparison, the Accounting Assistant performs clerical accounting duties that support a portion of the entire District-wide accounting operation (i.e. accounts payable, accounts receivable or general ledger posting for an assigned area or operation within the District).

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff.

May exercise functional and technical supervision over lower level accounting staff.

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 District-wide financial record keeping, accounts payable and payroll functions; post and balance general ledger journals and cash transfers.

2. Receive, verify, balance and deposit monies from various main campus departments and education centers; post all debts owed to the college including those for athletics, campus patrol, EOPS and health services.

3. Collect loan and debt payments; process and post payments to student accounts on computer, original loan paperwork and appropriate account number.
4. Reconcile complex monthly bank statements for the District including those for Associated Student Government, EOPS, food services, the bookstore, revolving cash fund and financial aid accounts.

5. Perform a variety of cashiering functions; accept fees for and issue parking permits to faculty, staff and students; balance cash register and prepare bank deposits; maintain cash register records and prepare journal entries for general ledger posting.

6. Maintain and update a variety of financial files and records; set up new files at the beginning of the fiscal year; file all accounts payable transmittals, cashiering receipts and loan papers in appropriate file.

7. Audit, process and proof student enrollment refunds; verify credit and detect inaccuracies on refund applications; request checks to be printed.

8. Balance, audit and invoice deferred enrollment fees to the federal government; audit student schedules and fees to the Military Tuition Assistance Authorization.

9. Process PAR and deferred registration payments; post payment amounts to proper fee code on student accounts; research problems and contact students as necessary.

10. Generate, sign and burst warrants for assigned accounts; disperse pay warrants, EOPS grants and financial aid loan and grant checks.

11. Prepare and compile salary projection reports; calculate, investigate and maintain spreadsheets of salaried employee accounts; balance spreadsheets with payroll; process, compile and maintain records for all ten and eleven month classified employee salary off time.

12. Prepare a variety of accurate and detailed financial reports on budgets, warrants, revenue, expenditures and travel expenses.

13. Respond to various requests and inquiries from students and the general public; provide a wide variety of general information regarding college policies and procedures.

**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:**

Principles and practices of clerical accounting and bookkeeping
Methods and techniques of general ledger posting and reconciliation.
Modern office procedures, methods and computer equipment.
Principles and procedures of financial record keeping and reporting.
Basic mathematical principles.
Methods and techniques of cashiering and cash handling.
Pertinent Federal, State and local codes, laws and regulations.
PALOMAR COMMUNITY COLLEGE DISTRICT
Senior Accounting Assistant (Continued)

Ability to:

Perform a variety of clerical accounting duties in support of District-wide fiscal operations.
Make mathematical calculations quickly and accurately.
Maintain a variety of financial records and files.
Prepare accurate and complete financial reports.
Prepare journal entries and post to general ledger.
Perform a wide variety of cashiering duties.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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:

Three years of increasingly responsible clerical accounting experience.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive contact with students; 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; operating a cash register and handling cash.