

## **ACCOUNTING OFFICE ASSISTANT I/II**

### **DEFINITION**

Under supervision, performs a variety of general accounting operation duties, including reviewing transactions, processing claims, and data entry; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Accounting Office Assistant I* is the entry-level class in the accounting support series. Initially under close supervision, incumbents learn data entry into financial computer applications, accounting terminology and practices, and account coding methodology. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Accounting Office Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

*Accounting Office Assistant II* is the journey-level class of this series, fully competent to independently perform the full range of general accounting clerical duties. Under supervision, incumbents verify data for accuracy, code and post records, enter data into the accounting system, and generate system checks and claim schedules. This class is distinguished from Accounting Technician in that the latter performs the full range of accounting operations work including processing and reviewing complex accounting transactions.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Reviews account codes and audits the least complex invoices (subscriptions, petty cash reimbursement), travel claims, and compensation claims using an automated financial system.
- Reviews documents for data integrity and conformity with policy and procedures, and checks for proper approvals.
- Prepares system and manual checks and matches documents to them.
- Records and distributes incoming mail.
- Maintains and assembles claim schedules and prepares claim schedules for approval.
- Inputs claim schedule adjustments and claim correction letters.
- Verifies compensation claims for arithmetic accuracy.

- Enters, checks, and files accounting documents.
- Operates a variety of standard and specialized office equipment, such as typewriters, personal computers, fax machines, telephones, and copiers.
- Maintains records and prepares and processes forms.
- Establishes and maintains various files, researches and compiles information from files, and purges files.
- Answers telephone inquiries and responds to written inquiries from vendors, courts, Judicial Council personnel, and Controller's Office staff regarding the transactions processed.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.

### **QUALIFICATIONS**

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

#### **Knowledge of:**

- Office practices and procedures, including filing and the operation of office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing, data entry, and financial applications.
- Correct business English, including spelling, grammar, and punctuation.
- Business arithmetic.
- Accounting terminology, practices, and account coding methodology.
- Basic practices of reviewing financial documents for completeness and accuracy.
- Basic accounting internal control practices.

#### **Ability to:**

- Perform detailed accounting office support work accurately.
- Understand and follow oral and written directions.
- Safely operate standard office equipment.
- Organize and maintain accurate files and records.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, data entry, and financial applications.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Accounting Office Assistant I:* Equivalent to graduation from high school and two years of varied clerical experience that included data entry.

*Accounting Office Assistant II:* Equivalent to graduation from high school and three years of clerical experience including at least one year of experience in reviewing and processing accounting transactions in an automated system.

Directly related business school or college-level course work may be substituted for a portion of the aforementioned experience.