

ACCOUNTING APPLICATIONS ASSISTANT

DEFINITION

An Accounting Applications Assistant assists in the modification of the District electronic financial systems (IFS) by analyzing, recommending, testing, and implementing new procedure modifications and resolves system problems related to accounting transactions.

TYPICAL DUTIES

- Assists in the planning, preparation, and implementation of new and revised systems procedures. Tests and evaluates system processes and generates reports addressing necessary system modifications.
- Assists in the preparation and updating of training and procedures manual and provides systems training.
- Provide accounting and system support to clear transaction errors and rejections.
- Coordinates with the Budget Services Division and District schools and offices on to solve accounting and system problems.
- Analyzes payment vouchers rejected for payment by the systems, determines the cause of the problem, and provides guidance or corrective measures to payers in order for the system to generate payment.
- Assists with special projects related to purchase orders, such as reviewing balance sheet account transactions and reconciliation, compiling lapse data for payment units, and compiling vendor payment activity reports for auditors using IFS, Decision Support System, and Excel.
- Investigates override requests, reviews budget lines, and verifies compliance before authorizing any overrides.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Accounting Applications Assistant assists an Accounting Systems Specialist with analyzing accounting needs and procedures as they relate to computerized systems. In addition, an Assistant provides technical assistance and training to system users.

An Accounting System Specialist analyzes accounting needs and procedures as they relate to computerized applications, transfers records and systems to the computer, evaluates and modifies the system in use, trains others on procedures and computer operations, and performs a combination of professional accounting and administrative duties, which are usually carried out with independence of judgment and action subject to review of results.

A Supervising Accounting Technician regularly supervises and participates in the work of staff performing clerical accounting duties and is responsible for an accounting activity.

SUPERVISION

Supervision is received from an Accounting System Specialist. Functional supervision is exercised over the work of clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Office practices and clerical procedures relative to working with numerical data
- Basic concepts of data processing
- Clerical accounting practices and procedures
- Microsoft Windows applications, including Word, Excel, and PowerPoint
- Principles of reporting statistics

Ability to:

- Learn and apply District accounting, budgetary, procurement, and payroll concepts
- Make valid analyses and comparisons
- Determine deficiencies and weaknesses in computer programs and accounting procedures and recommend solutions
- Understand, interpret, and apply technical materials, rules, procedures, and policies
- Express technical concepts clearly and concisely in oral communication and written reports
- Prepare manuals and training aids
- Analyze training needs and develop appropriate training procedures and programs
- Work effectively with groups and individuals
- Operate a microcomputer and a computer terminal

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably supplemented by courses in accounting and computer science, such as data processing, programming, software applications, or accounting. Experience in addition to that listed below may be substituted on a year-for year basis for the required education on a year-for-year basis.

Experience:

Two years of technical/technical-clerical payroll, purchasing, or financial experience that includes the operation of a personal computer.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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