

## **Accountant Assistant**

### **Definition**

Under direct supervision of a professional accountant, to prepare accounting, statistical and other financial and/or budgetary transactions and reports, and process, record, review and reconcile a variety of financial records.

### **Distinguishing Characteristics**

The Accountant Assistant classification is the paraprofessional level in the Accountant series.

The Accountant Assistant is distinguished from the next higher level of Accountant I in that the Accountant Assistant is assigned to work directly under, and in support of, a professional accountant.

The Accountant Assistant differs from the Account Clerk II classification, in that the Account Clerk II compiles, verifies and summarizes moderately complex financial data from a wide variety of sources and maintains accounting controls for several small units or projects, whereas the Accountant Assistant produces reports of greater variety and complexity and exercises more independence in researching a wider variety of raw data and subsidiary reports under the immediate direction of a professional accountant.

### **Typical Tasks**

- Prepares periodic reports or reimbursement claims in conformance with contractual requirements of outside funding sources by compiling fiscal data from a variety of records, including personnel records, contractual funding data, and computer generated fiscal reports;
- Reviews and reconstructs detailed financial data into categories and formats requested by management as well as State or other outside funding agencies;
- Maintains detailed records for preparation of reports;
- Determines appropriate accounts for assigning expenditures, revenue and general ledger transactions;
- Researches, compiles and produces accounting reports and summaries at the request of accountants;
- Instructs non-accounting staff in methods of correcting financial reporting errors;
- Reviews and analyzes cleared or returned warrants and other imbalance items in county-wide or departmental systems;
- Consults with bank personnel on accounting imbalances and reconciliations;

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- Prepares journal vouchers and other accounting system input transaction documents;
- Assists others in reconciliation of financial reports;
- Performs daily checks on financial system(s), verifying overall accuracy by comparing source records to data in the computer system reports, locating report errors, and correcting input for data processing;
- Confers directly with accountants regarding accounting and related fiscal policies and procedures;
- Notifies accountants of imbalances that may be the result of accounting system errors;
- Maintains logs of computer entries and locates returned documents; verifies computer corrections and routes reports to appropriate departments;
- Uploads and inputs various types of transaction documents into the accounting system;
- May explain to other clerks and departmental representatives financial or accounting system procedures and proper procedures to prepare computer input;
- Reviews transaction documents before entry into the accounting system;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

#### **Employment Standards:**

Sufficient education, training and experience to demonstrate the possession and direct application of the following knowledge and abilities:

**Training and Experience Note:** The knowledge, skills and abilities required to perform this function are acquired through possession of sixty (60) semester units or (90) quarter units of college, of which twelve (12) semester units or fifteen (15) quarter units must be in accounting and/or auditing

and

Two (2) years of experience compiling and maintaining a wide variety of complex fiscal or statistical data and controls, at least one (1) year of which should have been at a level equivalent to the County of Santa Clara Account Clerk II classification.

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Certified Public Accountant (CPA) may substitute for one (1) year of the experience requirement.

OR

Possession of a Bachelor's Degree in Accounting, Business Administration (with an emphasis in Accounting, Finance, or Economics), Finance, Economics or closely related field.

#### **Special Requirements**

- Some positions may require Live Scan screening as part of the background check process.

#### **Knowledge of:**

- Advanced clerical principles and procedures, elementary accounting principles and methods;
- Current automated financial and accounting systems;
- Office practices and procedures, including record keeping systems;
- Various computer applications and software in support of work activities;
- In some positions, knowledge of general automated accounting system input procedures.

#### **Ability to:**

- Effectively communicate verbally and in writing with co-workers, management, the public, and others contacted in the course of work;
- Maintain and control complex financial or statistical data and records;
- Prepare accurate accounting reports and summaries from complex instructions;
- Learn and apply departmental clerical accounting controls and procedures;
- Reconcile accounts and reconstruct a complex accounting records trail in order to locate and correct errors or reasons for imbalance;
- Independently adapt or devise methods to verify accuracy of complex and changing data from varied sources;
- Perform arithmetical computations rapidly and accurately;

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- Maintain effective and harmonious work relationships;
- Learn and apply data processing input procedures for a complex automated accounting system.

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