

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ADMINISTRATIVE ACCOUNTING ASSISTANT

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, the Administrative Accounting Assistant performs a variety of complex administrative assistant and fiscal support duties to support office operations and personnel within assigned department; relieves assigned supervisor of administrative and clerical detail; plans, coordinates and organizes day-to-day office operations and activities; coordinates flow of communications and information; assists department staff in coordinating fiscal activities; responsible for fiscal record keeping, basic accounting and/or auditing duties in the maintenance, processing, and review of fiscal records and services; coordinates special events and projects as required.

#### REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### ESSENTIAL DUTIES:

Plans, coordinates, and organizes daily office operations and activities; assures related functions comply with established policies and procedures; coordinates flow of communication and information as related to assigned duties and responsibilities; maintains confidentiality of privileged and sensitive information.

Coordinates, schedules and facilitates a variety of meetings, workshops and special events; maintains appointments and calendars; prepares and sends out notices of meetings; compiles and prepares agenda items and other required information for meetings, workshops and other events; arranges trainings and other events; sets up and breaks down equipment and supplies for meetings and events as needed; takes, transcribes and distributes minutes as directed; coordinates travel arrangements and hotel reservations as necessary.

Effectively uses word processing, database and spreadsheet software application programs and information and data management systems; operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Performs general office support duties such as answering the telephone, distributing incoming mail, filing, and preparing information summaries; assists in establishing office procedures, forms, and timelines; arranges for equipment repairs as needed.

Receives, assembles, sorts, matches, tabulates, verifies and files a variety of financial and statistical data and documents; maintains records and statistics for preparation of various reports, adjusting and updating logs or records as necessary; prepares routine correspondence related to fiscal support responsibilities.

Compiles financial statements, statistical and management reports in accordance with established procedures; performs diversified fiscal record-keeping, basic accounting and/or auditing duties for specific fiscal areas such as accounts payable, accounts receivable, and maintaining related records as assigned.

Performs a variety of clerical accounting duties in support of assigned program or office; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required; assists with budget development process; prepares contracts according to established policies and procedures.

Resolves financial discrepancies on documents by conferring with County Office programs, or vendors, returning input where discrepancies are significant; distributes a variety of financial and statistical data including reports, source documents, statements, files and/or warrants.

Prepares and maintains a variety of records, logs and reports related to programs, attendance, staff, projects and assigned duties; revises, verifies, proofreads and edits a variety of documents; monitors and records staff attendance; prepares department attendance reports for submission to payroll.

Maintains department email and other distribution lists, organizational charts and department website; maintains workshop and event registration activities.

Assists in onboarding and offboarding of department employees; ensures all required system and facility access have been made available and provides employee training and reference materials as directed to new employees; ensures offboarding requirements are completed for exiting employees.

Composes, independently or from oral instructions, notes or rough drafts, a variety of materials such as interoffice communications, forms, letters, memoranda, bulletins, agenda items, labels, handbooks, and other materials; formats materials to meet office needs; maintains department website content as directed.

Communicates with vendors and customers to resolve discrepancies, correct errors, and clarify issues related to invoices, statements, orders, and deliveries; monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; prepares and processes purchase orders and invoices as assigned; arranges for billings and payments as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational operations, policies, and objectives.

The laws, rules and regulations applicable to work assignments.

Cloud-based software to include word processing, spreadsheet, presentation slides, electronic signage systems and online digital web forms, event registration management software, financial system applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Business letter and report writing, editing and proofreading.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette and basic public relations techniques.

Modern office equipment, methods, practices, and procedures including microcomputer, filing systems, business correspondence and report writing.

Accounting processes and systems, including fiscal record-keeping methods, practices, and procedures.

General principles and procedures of accounting, auditing, budgeting, bookkeeping and fiscal record-keeping.

Word processing, spreadsheet, database and computer software at a level of proficiency sufficient to successfully perform assigned duties.

**ABILITY TO:**

Perform or demonstrate a variety of complex accounting administrative duties.

Plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.

Compose effective correspondence independently; communicate effectively and tactfully in both oral and written form.

Perform or demonstrate the ability to perform a variety of technical fiscal support and account record-keeping work.

Plan, organize and prioritize work to meet deadlines and accomplish tasks within established timelines; effectively coordinate a variety of simultaneous tasks; be flexible and receptive to change.

Type or input data at an acceptable rate of speed.

Work independently with little direction; meet schedules and timelines.

Communicate effectively both orally and in writing.

Maintain confidentiality.

Represent the County Office of Education in working with internal and external customers.

Establish and maintain cooperative working relationships with those contacted in the course of assigned responsibilities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree with coursework in accounting, business or a related field, and three (3) years of administrative assistant experience involving frequent public contact and duties related to fiscal activities such as accounting, auditing, budgeting and bookkeeping.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file and retrieve materials.

Approved by Personnel Commission: April 12, 2023

*Marisa Perry*

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Marisa Perry  
Director III – HR / Classified Personnel Services

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