

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical-accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, billings, or cash transactions for an assigned District department or program; maintain related financial and statistical records and files.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant II classification is the advanced-level position in the series. Incumbents work under close supervision and perform a variety of clerical-accounting duties in support of assigned accounts and functions typically within a single department or program. **Accounting Assistant I** is the entry-level position in this series. Incumbents work under immediate supervision and perform routine fiscal-clerical duties. **Accounting Assistant III** classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex-clerical accounting duties.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

