



West Valley - Mission

Community College District

CLASS SPECIFICATION

FINANCIAL ASSISTANT

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 54

DEFINITION

To perform a variety of clerical accounting duties in support of an assigned financial services function; to prepare, process, and review financial records and reports related to area of assignment; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Financial Assistant administrative support class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review, sort, verify, track, maintain back up documentation and process invoices; post and process payments and prepare purchase orders and checks and utility, bond and other bills and invoices.

Calculate, balance, enter and distribute checks and other items according to policy.

Process vendor checks for conference reimbursements, special authorizations, pre-payments, W-9 tracking, 1099 form filing, mileage reimbursements and related items.

Coordinate weekly check run process, including printing, verifying, and mailing of checks for a variety of payments.

Set up and maintain a variety of contracts; establish appropriate tracking and filing systems.

Verify and accrue sales tax in compliance with state and district regulations.

Assist with periodic financial processes including audits and year-end closing.

Respond to questions from district staff and outside vendors regarding a variety of issues related to assigned function.

Establish and maintain filing systems for a variety of documents and records related to area of assignment.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of financial recordkeeping.

General financial principles, practices, and terminology.

Modern office equipment, including computers and relevant software programs.

Pertinent federal, state, local, and district laws, regulations, and reporting requirements.

Relevant tax rules, auditing, contracts, leases, W-9's and 1099's and related forms and processes.

District policies and procedures related to area of assignment.

Operation of relevant spreadsheet, database, and specialized reporting and recordkeeping software.

Ability to:

Perform complex and responsible clerical accounting duties involving independent judgment and initiative.

Apply bookkeeping and financial record-keeping principles to assigned areas; and trace and correct errors and discrepancies in financial data while meeting demanding schedules and timelines.

Provide information and assistance to district staff, students, vendors, and others regarding assigned functions.

Perform a variety of clerical duties in support of a financial services function.

On a continuous basis, review documents related to department operations; intermittently, observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Receive, record, verify, process, and document information.

Identify and resolve numerical discrepancies.

Perform mathematical calculations quickly and accurately.

Reconcile assigned accounts; maintain accurate records and databases.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible financial recordkeeping experience.

Education:

Equivalent to the completion of the twelfth grade.

EEO Category: Clerical/Secretarial

Date Approved: July 1, 2017