

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Accounting Assistant

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1035

**Original Date:** 02/2013

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

### **FUNCTION:**

Under the direction of an assigned supervisor, perform general accounting clerical duties in the Accounting Office.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of basic accounting and bookkeeping practices and procedures; modern office practices, procedures, and equipment, including computer hardware and software; record-keeping techniques; and English usage, grammar, spelling, punctuation, and vocabulary. Ability to perform clerical work of average difficulty; operate computers and business-related software, including word processing, spreadsheets, and databases; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships. Sufficient training and experience to satisfactorily perform assigned duties.

### **TYPICAL DUTIES INCLUDE:**

- Perform general clerical duties as assigned.
- Explain District policies, procedures, and regulations.
- Operate standard office machines and equipment, including computer hardware and software.
- Review files, records, and other documents to respond to requests for information.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
- Receive, open, and distribute mail.
- Type correspondence and other materials.
- Manage calendars and schedule appointments.
- Maintain files and records.