VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANT ACCOUNTING/ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex administrative, technical, and accounting duties related to the preparation, maintenance and review of financial records, accounts and reports associated with contracts and grants; assure compliance with established district policies and procedures, governmental regulations and other grantor contractual agreements; perform a wide variety of secretarial and administrative duties; relieve the supervisor of a variety of administrative details.

REPRESENTATIVE DUTIES:

Monitor and maintain account balances; prepare related reports as assigned; maintain a variety of files; verify data for accuracy, completeness and compliance with established procedures.  

Collect and compile difficult and complex statistical and financial data and other narrative information from a variety of sources for inclusion into special and periodic reports; revise schedules, reports, records, and other information as necessary.  

Verify, reconcile, balance and adjust accounts.  

Prepare invoices, time records, purchase requisitions and similar documents.  

Prepare program accounting and statistical reports for submission to supervisors; prepare remittances and reports for various governmental agencies and grantors.  

Perform a variety of complex computations; operate computer to input and extract financial data.  

Maintain current budget information; monitor budget expenditures; assist in budget preparations; maintain files.  

Assist in the preparation of grant applications.  

Perform a variety of duties independently in support of functions delegated to assigned supervisor; interpret and apply rules and regulations as appropriate; forward problems to supervisor for resolution.  

Perform secretarial and administrative duties for assigned supervisor, relieving the supervisor of a variety of clerical and routine administrative duties.  

Maintain a variety of confidential files and records; input and retrieve computerized data in computer systems as required.

Title change 10.27.11 (from Grant Assistant)  
Established May 2006
GRANT ACCOUNTING/ADMINISTRATIVE ASSISTANT (continued)

Provide information and assistance in person or on the telephone on a variety of department matters; answer routine requests for information in person or by enclosing materials or sending form letters or e-mail communications. E

Receive, open and distribute mail; identify and refer matters to the assigned supervisor or staff member in order of priority. E

Operate a variety of office machines and equipment including typewriters, computers and copy machines. E

Operate a computer to enter and retrieve data, maintain records and generate reports; utilize word processing, spreadsheet, database and other software required by position. E

Establish and maintain positive staff and public relations image. E

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures
Financial, statistical and fiscal record-keeping principles
Rules and regulations concerning assigned accounting activities
Data processing applications to accounting functions
Applicable sections of State Education Code and other applicable laws
Interpersonal skills using tact, patience and courtesy
Modern office practices, procedures and equipment
Operation of a computer equipment and related software
Technical aspects of field of specialty
District organization, operations, policies and objectives
Oral and written communication skills
Business office software, such as Word, Excel, and/or Access

ABILITY TO:

Perform technical accounting work in the preparation, maintenance and review of program financial records, accounts and reports
Assure compliance with applicable district policies, procedures and governmental regulations
Operate a variety of office equipment and machines such as typewriter, calculator and automated office equipment and related software
Keyboard/type at 35 words net per minute from clear copy
Balance and reconcile accounts
Develop and maintain spreadsheets, databases, and other automated systems
Process and record accounting transactions accurately
Interpret, apply and explain rules, regulations, policies and procedures
Interpret, apply, and assure compliance with contractual agreements
Perform secretarial and administrative assistance duties
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
GRANT ACCOUNTING/ADMINISTRATIVE ASSISTANT (continued)

Work independently with little direction; work confidentially with discretion
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Work efficiently with many interruptions; meet schedules and deadlines
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in accounting or related field and two years increasingly responsible technical accounting experience and one year of administrative assistance experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time
Dexterity of hands and fingers to operate a computer terminal, typewriter and standard office equipment
Reaching overhead, above the shoulders and horizontally and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to assure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor