

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of fiscal-clerical 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 I is the entry

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

