

## DESERT COMMUNITY COLLEGE DISTRICT

### ADMINISTRATIVE SERVICES ASSISTANT

#### BASIC FUNCTION

Under the direction of the Director, Business Services, perform various accounting and technical duties in support of the Administrative Services department; receive and process vendor payments in a timely manner, receive and process requisitions for purchase orders and contracts to facilitate the procurement of supplies and equipment. Assist with the coordination of the District's Ride-Share Program.

#### REPRESENTATIVE DUTIES

1. Input requests for payment to vendors using appropriate computerized database; balance input and generate appropriate reconciliations; distribute warrants when received.. *E*
2. Prepare and process all District requisitions; validate budget account codes; verify appropriate signatures; access appropriate database to verify budget balances; forward to appropriate staff for further processing. *E*
3. Prepare purchase orders and contracts from submitted requisitions using appropriate database; forward to vendor for processing of purchases and appropriate district departments.
4. Serve as back up operator for the District's primary operator; answer phones and take messages as required for Administrative Services.
5. Perform necessary data input into the District's Asset Management Database to properly record assets acquired, donated, and retired to ensure the District meets the Governmental Accounting Standards Board 34/35 accounting and auditing regulations for recordation of fixed assets and depreciation. *E*
6. Receive visitors in the Administrative Services department; ascertain their needs and direct to the appropriate staff member. *E*
7. Assist in the preparation, solicitation and maintaining of the District's ride share program. *E*
8. Log in cash delivered to Administrative Services office for deposit and forward to appropriate accounting staff. *E*
9. Sort and distribute office mail. Distribute payroll and other checks to faculty, staff and students. *E*
10. Operate a computer, 10-key calculator and other related equipment. *E*
11. Prepare and maintain accurate reports, records and files. *E*
12. Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES

**Knowledge of:** Methods, procedures and terminology used in clerical accounting work; alpha and numeric filing systems; modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and assigned software including word processing, database management, spreadsheets, and email; telephone techniques and etiquette; interpersonal skills using tact patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary.

**Ability to:** Perform various accounting clerical duties in support of the accounting department; Operate a computer, 10 key calculator, and other office equipment; perform statistical data entry accurately; maintain assigned records and files; prioritize and schedule work; understand and work within scope of authority; establish and maintain cooperative and effective working relationships with others with a diverse office and campus setting; communicate effectively both orally and in writing to exchange information in person and on the telephone; sit for extended periods of time.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and two years increasingly responsible clerical and accounting experience.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

AA.DOC

Range 8

Adopted 6/98

Revised 5/04 ; 7/2008