

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT - CONTRACT EDUCATION

BASIC FUNCTION:

Under the direction of the appropriate supervisor, provide administrative support involving the coordination of diverse functions into a cohesive program or service; including technical accounting in the assigned area.

REPRESENTATIVE DUTIES:

Maintain program financial records and assure the timely preparation and distribution of financial and statistical reports. (E)

Audit and control budget accounts and other financial records; notify supervisor of a significant variance and recommend methods of limiting expenditures or transferring funds between accounts; prepare purchase requisitions; maintain inventory of equipment, materials and supplies. (E)

Develop budget requests; research and calculate costs; verify calculations made by others; compile information for and make recommendations on projected expenditures. (E)

Verify accuracy of invoices, requisitions and similar documents. (E)

Sort and distribute mail; answer telephones; screen and route calls and visitors; provide information to staff, students and the public regarding programs and functions of assigned office. (E)

Type, edit and format a variety of documents; compose correspondence from general instructions. (E)

Coordinate between supervisor, program, instructional unit and various groups such as other college staff, students, community groups and/or regional and statewide resources. (E)

Prepare reports, Board items, budgets and grant proposals; collect data and provide research assistance for various studies and reports. (E)

Coordinate specific activities and events of assigned office and arrange for ancillary services such as program registration, classes, seminars, and conferences as assigned. (E)

Maintain calendars, schedule appointments, arrange meetings and make travel arrangements. (E)

Prepare, process and review a variety of payroll-related forms and documents in accordance with established procedures and timelines. (E)

Resolve accounting and administrative related problems, issues and concerns; research information and obtain related documentation. (E)

Research, analyze and interpret laws, rules and regulations related to the program. (E)

Develop, implement and maintain computerized spreadsheets to track data for departmental programs district-wide. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

September 1, 2005

Applicable accounting practices and procedures.

Modern office practices, procedures, and equipment.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation vocabulary.

Electronic data processing techniques and capabilities.

Operation of a computer, data entry techniques and software.

ABILITY TO:

Answer telephone and greet the public courteously.

Apply applicable sections of the State Education Code and other federal, state, county and district laws, policies, rules and regulations.

Make arithmetic computations with speed and accuracy.

Learn District organization, operations, policies, procedures and objectives.

Maintain accurate financial and statistical records.

Operate standard office machines such as typewriter, calculators, computer and applicable software.

Type with speed and accuracy.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in accounting and three years increasingly responsible experience in financial or statistical record-keeping and/or administrative secretarial work.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

September 1, 2005

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting and standing for extended periods of time.

Lifting light objects.