



## ACCOUNTING ASSISTANT

### **DEFINITION**

Under general supervision, performs accounting, clerical and record-keeping activities relating to utility billing, finance/accounting, and other assigned areas. This classification requires employees to have financial record-keeping skills, work independently within a supervised framework of established and standardized policies and procedures and perform a full range of accounting and clerical duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory or management personnel.

### **EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists the public at the counter and answers telephone inquiries
- Performs detailed accounting and record-keeping work
- Responds to a variety of inquiries and provides information
- Maintains Utility Billing records and account information
- Posts customer payments to proper account
- Verifies accuracy of bills and payments, including researching minor discrepancies and processes payments for check writing
- Researches minor problem accounts and works with customers to ensure payments on a timely basis
- Prepares and coordinates mailing of monthly utility bills
- Balances cash drawer with receipt transactions and prepares deposits
- Receives and processes payments and accounts receivable
- Assists with payroll and accounts payable processes as needed
- Maintains and reconciles a variety of records and reports
- Examines and corrects accounting transactions to ensure accuracy
- Performs a variety of general clerical duties including typing, maintaining files and records, and ordering supplies
- Maintains petty cash
- Inputs and reviews statistical reports
- Enters information on computer terminals and utilizes City's accounting system
- Performs related duties as required

### **QUALIFICATIONS**

## **Knowledge, Skills and Abilities:**

- Accounting and financial recordkeeping techniques, practices and procedures
- Basic mathematics
- Statistical report preparation
- Research methods
- Clerical accounting methods, forms and techniques
- Customer account reconciliation and research methods
- Operate computer utilizing a variety of software including word processing and spreadsheet applications
- Follow oral and written directions
- Operate standard office equipment including calculator, typewriter, copy machines, etc.
- Develop and maintain effective working relationships with public, elected officials, co-workers and other City employees
- Work independently exercising effective judgment and decision making skills
- Understand and interpret applicable ordinances, regulations, procedures, laws and City policies
- Provide effective customer service in a tactful and courteous manner
- Communicate effectively in written and oral form
- Perform various financial and statistical recordkeeping duties

## **Education and Experience**

*A combination of education, experience, and training which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Three (3) years of increasingly responsible accounting and clerical experience
- College level accounting and/or recordkeeping courses; minimum: graduation from high school or GED
- Desirable: Accounting and/or billing experience

## **Licenses and Certifications**

- Possession of a valid and appropriate California driver's license

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification have regular occasion to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures