

**CLASS SPECIFICATION  
Accounting Assistant**

**GENERAL PURPOSE**

Under general supervision, performs accounting support duties in preparing and processing accounting and financial records, including accounts payable and receivable, cash receipting and other transactions; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Accounting Assistants perform clerical accounting functions in support of a variety of the City's financial and accounting operations which range in difficulty from routine to moderately difficult. Incumbents are expected to exercise initiative in resolving problems related to these functions by referring to City policies and procedures applicable to accounts payable and receivable and other accounting activities and using knowledge gained through experience.

Accounting Assistant is distinguished from Accounting Technician in that employees in the latter class perform duties requiring a broader and more detailed understanding of the City's accounting and purchasing systems and the application of judgment in dealing with more difficult and unusual situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives customer payments in person and by mail, following established cash handling and verification procedures; prepares and issues receipts; calls up customer accounts in applicable accounting systems to verify account information and post payments; prepares checks and cash for deposit; verifies, balances and reconciles daily cash transactions; verifies and posts batch deposits from other departments in the accounting system.
2. Reviews, codes and processes invoices for purchase orders and other accounts payables in accordance with established procedures; checks invoices for accuracy; verifies vendor, address, unit prices, account codes, project numbers, extensions, units received, invoice terms and authorizations required by City procedures; ensures availability of funds; works with departments to resolve missing and incorrect data and any other discrepancies identified.
3. Data enters pay requests into the financial accounting system, importing data from spreadsheets as required; generates edit reports to verify data entry accuracy; researches discrepancies in processing requests for payments and makes adjusting entries as required; generates the printing of checks; distributes checks and supporting documentation; posts journal entries in the accounting system; maintains records and files.

4. Maintains and updates deposit spreadsheets for various funds; posts deposits and refunds to individual accounts.
5. Collects and posts payments of false alarm fees; maintains data on false alarm citations and payments in a spreadsheet; generates and mails invoices for unpaid alarm citations; issues refunds for duplicate payments or when appeals have been granted; prepares statistical reports as requested.
6. Assists in processing and data entering business license applications and renewals; verifies the accuracy of business license fees paid; answers questions on procedures and requirements for the business license program and assists customers in completing forms and calculating fees.
7. Generates, processes, maintains records and answers questions regarding utility user tax exemptions.

#### **OTHER DUTIES**

1. Provides back up administrative support for other administrative and office staff; opens, stamps and delivers office mail; assists in answering questions from the public and other departments in person and by telephone.
2. Maintains required files and records; researches transaction history to verify journal entries, accruals and audit questions.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Procedures and practices applicable to cash receipting, accounts payable processing and other standard financial transactions.
2. Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping.
3. The City's financial accounting system and associated practices and procedures for processing accounting information and interpreting input and output data.
4. Standard office practices and procedures.
5. Customer service practices and procedures.

##### **Ability to:**

1. Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
2. Organize, set priorities and exercise sound judgment within established guidelines.
3. Interpret, apply and reach sound decisions in accordance with City rules, policies and department procedures.
4. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.

5. Understand and carry out written and oral instructions.
6. Learn and apply new information.
7. Prepare clear and accurate financial records and reports.
8. Communicate effectively orally and in writing; deal effectively with sensitive and confidential issues and situations.
9. Establish and maintain effective working relationships with supervisors, staff of other departments, customers, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and at least two years of progressively responsible experience in performing financial, statistical, recordkeeping or cashiering duties; or an equivalent combination of training and experience. Experience in a public agency is especially desirable.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with City staff, customers, the public and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.