

CLASS TITLE: ACCOUNTING ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for technical, administrative, and leadwork in an accounting area involving fiscal records maintenance, financial transactions, and other related assigned duties.

ESSENTIAL TASKS:

- Prepares or directs the preparation of schedules and reports reflecting accounting information, payroll and billing and payable activities
- Reconciles escrow bank statement, files, and transactions (in some positions)
- Plans and directs work of subordinate account clerks
- Researches and explains City financial policies to other employees and the general public
- Researches accounts and ensures funding availability for payments and disbursements
- Establishes general and subsidiary accounting records according to established account classifications and policies
- Prepares and posts various financial and contractual paperwork
- Approves payments and ensures documentation and designation codes are accurate
- Processes journal entries and balances and maintains files, records, ledgers, and related documents

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in accounting or business administration supplemented by coursework in accounting and three (3) years of related experience in maintenance of fiscal or public records and policy enforcement; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of bookkeeping principles and practices; considerable knowledge of laws, ordinances and regulations governing City financial matters; and good knowledge of modern office methods and procedures. Ability to operate computers and other office equipment; ability to plan and lead the work of account clerical and bookkeeping personnel; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep complex financial records; ability to understand and follow brief verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a computer; and skill in the use of spreadsheets and database applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to work occasional fluctuating hours to accommodate peak times and heavy workloads.

Class Code: 6523

EEO Code: N-06

Pay Code: OT-18

Group: Fiscal

Series: Account Clerical

Effective Date: October 1, 1995