ACCOUNTING ASSISTANT I / II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Accounting Assistant I) or general supervision (Accounting Assistant II) of an Accounting Supervisor, performs a variety of routine to complex financial functions in one or more assigned account areas including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts, and budget preparation; answers questions and provides information and assistance to other staff and the general public; prepares, processes, maintains, and verifies financial and accounting documents and records; and performs other duties related to the administrative, accounting, and clerical functions of the Finance Department.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the departments and staffing levels.

IDENTIFYING CHARACTERISTICS

Accounting Assistant I - This is the entry-level class in the Accounting Assistant series. This class is distinguished from the Accounting Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Individual incumbents in this class are expected to learn the basic functions of all positions within the class but a greater depth of knowledge and expertise of their assigned area. Incumbents are also expected to function with a greater degree of independence as they become more proficient. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Accounting Assistant II - This is the experienced level within the Accounting Assistant series. Employees within this class are distinguished from the Accounting Assistant I by the ability to perform the full range of accounting duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, possess more detailed knowledge of City policies and procedures, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or when filled from the outside, have prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of routine to complex financial functions in one or more assigned account areas including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts, and budget preparation.

2. Receives, reviews, and processes applications for licenses and other permits including business licenses and parking permits; answers questions and provides information and documents related to licensing requirements and procedures; collects fees; inputs licensing information into computer system; makes copies of original applications to be sent to other departments; assists in the maintenance of computerized and manual record keeping systems.

3. Assists in processing accounts receivable; receives, processes, and balances payments; inputs data and posts to appropriate accounts.

4. Assists in processing accounts payable; reviews invoices received; inputs information into computer system; prints checks; sets-up new accounts for vendors; runs reports and sends to appropriate agency.

5. Performs a variety of utility billing duties including receiving and processing utility payments; posts payments to accounts; researches and provides customers with information regarding service; sets-up payment plans either by phone or in-person; processes work orders for new services and repair orders; creates 48-hour notices and shut off notices for delinquent accounts.

6. Assists in processing City-wide payroll; maintains employee files related to salary, benefit, and deductions; assists with preparation and processing of payments and various reporting requirements.

7. Provides public assistance at the counter and over the phone; answers questions and provides information; researches problems and prepares necessary adjustment; collects payments as necessary.

8. Performs a variety of duties related to liens for delinquent accounts; receives lien/lien release requests; processes letter; copies and writes demand letter for removal fee; gets notarization and sends to County office; maintains files and records.
9. Receives requests to send delinquent customers to collections; gathers information from customer accounts; types letters for collection agent and homeowner as necessary; copies and sends to collection agency; maintains files.

10. Participates in maintaining accounting, financial, and statistical records and reports; enters and proofs data, making corrections as required; assists in the preparation, reconciliation, balancing, and submittal of a variety of periodic and special reports.

11. Utilizes various computer programs; enters and maintains data; generates reports from a database or in- house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.

12. Performs a variety of health benefit duties for the City; sets-up new employees with health benefits; works with outside agencies and insurance companies on changes or problems related to employee benefits; processes employee health insurance bills and submits payment request to the insurance carrier.

13. Provides budgetary and management analysis in the form of custom reports and schedules when requested.

14. Performs a variety of general office support tasks in support of department operations; answers phones and refers calls to appropriate department; date, stamps, and processes departmental mail; maintains files; provides support to the Director of Finance as needed.

15. Performs special projects and research as assigned or requested.

16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of assigned accounting program area including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts, and budget preparation.

2. Principles and practices of financial record keeping.

3. Principles of billing, collection, and financial systems operations.

4. Principles and practices used in establishing and maintaining files and information retrieval systems.

5. Methods and techniques of coding, verifying, balancing, and reconciling accounting records.

6. Business letter writing and basic report preparation.

7. Principles and procedures of record keeping and filing.

8. Modern office procedures, methods, and equipment including computers.

9. Basic computer applications such as word processing, spreadsheets, and statistical databases.

10. Basic mathematical principles.

11. Methods and techniques of proper phone etiquette.

12. Principles and practices of customer service. English usage, spelling, grammar, and punctuation.

Ability to:

1. Perform a variety of accounting duties in assigned program areas.
2. Accurately and timely perform the required activities for an assigned area of the financial system.
3. Understand and operate an automated financial system with multiple accounts.
4. Perform a wide variety of financial and statistical recordkeeping assignments.
5. Make arithmetical calculations quickly and accurately.
6. Respond to requests and inquiries from employees and the general public.
7. Operate office equipment including computers and supporting word processing and spreadsheet applications.
8. Type and enter data at a speed necessary for successful job performance.
9. Perform a wide variety of difficult financial and payroll assignments.
10. Collect, compile, and research information and data.
11. Maintain confidentiality.
12. Implement and maintain filing systems.
13. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
14. Understand and carry out oral and written instructions.
15. Work independently in the absence of supervision.
16. Communicate clearly and concisely, both orally and in writing.
17. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Accounting Assistant

Education/Training:
Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting.

Experience:

One year of experience in performing financial or statistical record keeping or cashiering duties is desirable.

Accounting Assistant II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting.

Experience:

Two years of increasingly responsible accounting experience at a level comparable to an Accounting Assistant I with the City of Placerville.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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Johnson & Associate