



July 22, 2019
FLSA: Non-Exempt

ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, performs a variety of technical accounting duties in support of accounts receivable and other accounting functions; maintains, audits, reconciles, and adjusts business license, building permit, utility, and other assigned accounts; collects and tracks fees and arranges for related billings; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of accounts receivable billing and other financial work. Incumbents serve to relieve the supervisor of technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the accounting support function.

EXAMPLES OF TYPICAL JOB FUNCTIONS (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.

- Performs a variety of technical accounting duties in support of accounts receivable, accounts payable and other accounting functions; receives, processes, verifies, deposits, and posts incoming utility and other payments to appropriate account; ensures accurate and timely receipt of owed monies; tracks, reviews, and follows up on processed billings; receives, processes, verifies and inputs a variety of records and invoices for payment and ensures accuracy of input and output of data.
- Collects and accounts for utility, business license, building permit, closed account, delinquent account, and other fees; prepares invoices and arranges for billings as directed; prepares and processes deposits; checks money totals against receipts and invoices to ensure accuracy.
- Maintains, audits, and reconciles assigned accounts; calculates, assembles, matches, sorts, tabulates, and reviews a variety of financial and statistical data; updates, reviews, and adjusts ledgers and journal entries; reviews data for accuracy and completeness; balances and adjusts accounts.
- Performs customer service counter duties including cashiering, resolving disputes, processing payments, and providing information and applications for City business matters; serves as a technical resource to customers, staff, outside agencies, and the public concerning matters related to municipal accounts.
- Researches, compiles, prepares, and revises financial data; prepares and maintains a variety of financial and statistical records and reports related to cash receipts, deposits, payments, business licenses, discontinued utilities service, contacts, and assigned activities.

- Inputs revenue and other financial data into a computer system; maintains automated financial and statistical records and files; generates and distributes computerized reports and financial statements; assists Finance Director in performing reconciliation duties.
- Communicates with City personnel, customers, various outside agencies, and the public to exchange information, coordinate activities and programs and resolve issues or concerns; schedules meter readings in coordination with Public Works.
- Performs a variety of routine clerical duties in support of accounting functions; including opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- May provide backup to other staff on an as-needed basis.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, procedures, and techniques used in the processing of accounts receivable, and related incoming payments.
- Methods, procedures, and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Data control procedures and data entry operations.
- Basic arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed account and financial office work in support of accounts receivable and other accounting functions, accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Compose correspondence and reports independently or from brief instructions.
- Understand and follow oral and written instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from the twelfth (12th) grade supplemented by college-level coursework in accounting or a related field and two (2) years of technical accounting experience. Experience performing billing and/or accounts receivable functions is preferred.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

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.