



Accounting Assistant I/II

Class Specification

Revised 9/23

Class ID: 300

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, provides a variety of routine to difficult financial, treasury and accounting work; administers, processes, audits, receives, and collects payments for licenses, permits, overdue fees, and other City charges; conducts field inspections to determine compliance with the business license ordinance; performs general office support duties, including maintenance of records and files; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Accounting Manager or designee. Exercises no direct supervision over staff. May exercise technical and functional direction and provide training to less experienced staff.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant I - This is the entry level class of the Accounting Assistant series. Initially under close supervision, incumbents perform municipal accounting support activities in accounts receivable, accounts payable, collections, business licensing, recordkeeping, and reconciliation. As experience and knowledge is gained, the work becomes broader in scope, assignments are more varied, and are performed under general supervision.

The Accounting Assistant II - This is the journey level class of the Accounting Assistant series, fully competent to independently perform the full range of technical support duties related to accounts receivable, accounts payable, collections, licensing, records maintenance, and reconciliation. This class performs assignments requiring independent judgment and the application of technical and sub-professional accounting skills. Positions at this level are distinguished from the Accounting Assistant I by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Accounting Assistant class series are flexibly staffed and positions at the Accounting Assistant II level are normally filled by advancement from the Accounting Assistant I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Accounts Receivable/Accounts Payable

Perform accounting, treasury or financial office support work in such areas as accounts receivable and payable, purchasing and records maintenance.

Review, prepare, process, and verify purchase orders, invoices and related documentation for authorization, charges, and payment.

Receive, reconcile, balance, and record daily cash receipts and payments; prepare deposit forms and reconcile bank statements; correct any discrepancies, generate revenue summary sheets. open and close vault.

Validate the daily deposit to control reports; verify the accuracy of account coding. Maintain and monitor the accounts receivable aging report for overdue accounts and prepare journal entries as required.

Provide ongoing support to departments as needed to encourage compliance with policies and procedures and cultivate positive work relationships.

Business License

Respond to inquiries and provide business license information.

Receive, process, issue, and maintain business license applications and related documents.

Perform office and field work to confirm valid business licenses comply with City ordinances and regulations; notify law enforcement of businesses that refuse to pay license fees; may file legal actions and testify in court on business license delinquent bills; make recommendations to refer accounts to a collection agency to collect delinquent fees and charges from business owners.

Assist in the review and revision of ordinances, procedures, records, and other business license program matters.

Prepare monthly reports for tracking business license activity, trends, and abnormalities which may require further investigation.

Records Management/Administration

Prepare, review, reconcile, update and maintain various ledgers, reports, data, files, and spreadsheets and post data as required.

Reconcile bank statements; prepare adjusting journal entries; maintain and update an inventory of all fixed assets.

File reports, permits, applications, payments, and other records; prepare correspondence, reports, forms and other specialized documents using appropriate software applications.

Maintain records to monitor and analyze Transient Occupancy Tax receipts and Franchise Fee revenue.

Compile statistical and accounting reports; and compose and type correspondence, records, and reports.

Provide information to the public relative to City policies and procedures; refer inquiries where appropriate.

May be assigned to work on special projects and committees for City-wide events or program activities.

May provide backup clerical support for other clerical positions.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic financial recordkeeping, bookkeeping and basic accounting principles and practices.

- Proper methods and procedures used in handling cash and checks, and other transactions.
- Bookkeeping and financial record keeping principles and practices.
- Office practices and procedures, including filing and the operation of standard office equipment.
- Business arithmetic, including percentages and decimals.
- Correct business English usage and the standard format for typed materials.
- Basic word processing, spreadsheet, and other applicable office software applications.
- Computer and paper record keeping, report preparation and filing methods.

Skill or Ability to:

- Prepare, maintain and reconcile various financial, accounting, statistical, auditing and numerical records.
- Read, interpret and apply rules, regulations, and procedures.
- Handle large amounts of checks and cash, and credit transactions accurately.
- Balance and reconcile monies received and prepare financial records.
- Organize, research, and maintain office files.
- Make arithmetic calculations with speed and accuracy.
- Use sound independent judgment within established procedures.
- Operate standard office equipment, including various software applications.
- Compose and prepare clear and concise correspondence and reports.
- Prioritize work, coordinate several activities and work projects, and meet deadlines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate firmly, tactfully, persuasively, and effectively with the public in difficult situations.
- Provide courteous and effective customer service to both internal and external customers.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Accounting Assistant I:

- Education: Possession of a high school diploma or equivalent.
- Experience: One (1) year of customer service and/or office/clerical experience. Experience in a governmental or municipal setting is desirable. Specialized business or college level coursework in accounting or bookkeeping is desirable.

Accounting Assistant II:

- Education: Possession of a high school diploma or equivalent.
- Experience: Two (2) years of customer service experience related to bookkeeping, accounting, collections, treasury or financial support experience at a level equivalent to Accounting Assistant I. Experience in a governmental or municipal setting is desirable. Specialized business or college level coursework in accounting or bookkeeping is desirable.

License and Certificate:

This classification requires the ability to travel independently within and outside of City limits.

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. 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 sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

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.