



**JULY 2016**  
**FLSA: NON-EXEMPT**

## **ACCOUNTING ASSISTANT I/II**

### **DEFINITION**

Under immediate (I) or general (II) supervision, performs a variety of routine to moderately complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions. Balances and maintains manual and computerized accounting and financial records. Verifies numerical and/or financial information, receives and documents payments, produces invoices; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (I) or general (II) supervision from assigned management and supervisory staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

#### **ACCOUNTANT ASSISTANT I**

This is the entry-level class in the Accounting Assistant classification series. This class is responsible for providing support for assigned finance or accounting functional area such as billing or fiscal transaction processing. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

#### **ACCOUNTANT ASSISTANT II**

This is the journey-level class in the Accounting Assistant classification series responsible for performing the full range of clerical accounting tasks in assigned program areas. Incumbents are expected to work independently and exercise 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 II level are normally filled by advancement from the I level; progression to the II level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the II level, and (ii) acquiring the knowledge, skill, and experience necessary to meet the minimum qualifications for the II level of the series.

### **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 diverse range of clerical account support duties related to business license payments, invoices, sales tax, payroll, bank reconciliation, bill preparation and check distribution for payables

and purchase requisitions; codes invoices and/or deposits with a budget account and cost center; routes invoices for approval.

- Performs department-specific clerical accounting duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- May file return for 1099 vendors.
- May file annual CAFR statistical section.
- May file independent contractor report with state.
- May reconcile business license payments with cash register report and bank statements.
- May prepare and send quarterly remaining balance report to departments.
- May assist in processing employee payroll.
- May perform sale tax reporting to the State of California.
- Receives, sorts and organizes a variety of financial documents, including invoices and requisitions; reviews documents received such as requisitions, expense reports, and credit card payment requests for compliance with policy, completeness, accuracy, correct entry, mathematical accuracy, and proper coding.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned.
- Computes, collects, processes, balances and deposits various fees and payments and maintains cash balance worksheets for the entire City.
- Assists in maintaining a variety of ledgers, registers, and journals according to established account policies and procedures; balances or reconciles transactions and data as directed; records changes and resolves differences.
- Performs general office support duties such as 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.
- Assists auditors, customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; updates related files and departments on action items.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

#### **ACCOUNTANT ASSISTANT I**

- General terminology and practices of financial and account document processing and record-keeping, including accounts receivable and accounts payable.
- Business arithmetic techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment, English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**ACCOUNTANT ASSISTANT II** (In addition to the above requirements)

- City and department policies and procedures, accounts, and codes.
- Methods and techniques of processing and recording a variety of financial transactions.
- Practices and procedures related to fiscal operations of the department to which assigned.

**Ability to**

**ACCOUNTANT ASSISTANT I**

- Learn City and department policies and procedures, accounts, and codes.
- Learn specialized clerical accounting processes and procedures related to the department to which assigned.
- Learn to maintain journals and records.
- Learn the methods and techniques of processing and recording a variety of financial transactions.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**ACCOUNTANT ASSISTANT II** (In addition to the above requirements)

- Perform moderately complex and specialized clerical accounting and bookkeeping work with speed and accuracy.
- Post and verify data accurately and quickly.
- Prepare and maintain a variety of financial journals, records and files.
- Independently organize work, set priorities, meet critical deadlines and follow up on assignments.

**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 the completion of the twelfth (12<sup>th</sup>) grade.
- Accounting Assistant I: One (1) year of clerical experience is desirable.
- Accounting Assistant II: Two (2) years of experience in clerical accounting work.
- Licenses and Certifications - none

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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.

**ENVIRONMENTAL ELEMENTS**

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.