

ACCOUNTING ASSISTANT III

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

DEFINITION

Under general supervision, performs the more complex clerical accounting activities including coordinating and processing accounts payable and accounts receivable transactions; coordinating and maintaining utility customer accounts; preparing journal entries; reconciling and reporting financial transactions; and performing a variety of clerical functions in support of an assigned area.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead level for the Accounting Assistant series. Incumbents in this class work independently, perform the most complex duties in the series, and provide lead direction to other employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinate the utility billing process including meter reading activity, stop/start service, and customer concerns.
- Process purchase orders by reviewing purchase order requests for appropriate authorization and ensuring funds are budgeted and available.
- Process accounts receivable, post revenues and expenditures, receive payments, reconcile accounts, and prepare journal entries.
- Monitor residential and commercial utility billing accounts; examine utility billing reports for accuracy and reasonableness; identify errors and perform manual adjustments as necessary.
- Coordinate meter charge-outs, connections, and disconnections to correspond to utility billing cycle.
- Respond to telephone and counter inquiries, requests for information, complaints regarding water service, billing rates, procedures, policies, and department functions; troubleshoot and resolve routine customer billing and service problems.
- Review a variety of financial, accounting, and statistical documents for completeness and accuracy; reconcile discrepancies and make adjustments.
- Prepare justifications and make recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections.
- Prepare adjustments for water billing accounts; submit schedules to process shut-offs.
- Perform a variety of general clerical duties including, but not limited to, data input, filing, record keeping, receiving, sorting, mail distribution, and supply inventory maintenance.
- Work on a variety of special projects as assigned.
- Provide lead direction and training to other employees.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Bookkeeping and accounting principles and practices.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods, and techniques.
- Principles and methods of financial research and report preparation.
- Advanced principles of mathematics
- Pertinent federal, state, and local laws, codes, and ordinances.

Ability to:

- Examine and verify a wide variety of financial documents and reports.
- Operate a computer and use a variety of common software programs including financial and reporting software.
- Develop and implement accounting system modifications.
- Analyze and interpret financial and accounting records.
- Apply federal, state, and local laws and regulations pertaining to accounting and auditing activities.
- Work independently in the absence of supervision and meet deadlines.
- Understand and follow oral instructions.
- Provide quality customer service.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Experience and/or Education:

Three years of full-time experience in financial record keeping with at least one year at the journey level, performing complex financial accounting duties.

Physical Requirements

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements

Some evening or weekend work may be required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Accounting Assistant III			2/2003	4404	Non-Exempt	04

APPROVED: _____
 Human Resources Director

Date: _____