

ACCOUNTING ASSISTANT I
ACCOUNTING ASSISTANT II

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 immediate supervision, performs routine clerical accounting activities including processing accounts payable and accounts receivable transactions; reconciling cash receipts; maintaining utility customer accounts; preparing journal entries; reconciling and reporting financial transactions; and, performs a variety of clerical functions in support of an assigned area.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I/II is a flexibly-staffed class series. Positions are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties.

Accounting Assistant I is the entry level into the series. Initially under close supervision, incumbents learn to perform the more routine clerical accounting duties. As experience is gained, there is greater independence of action within established guidelines and incumbents are expected to perform a broader scope of duties and handle some of the more complex transactions.

Accounting Assistant II is the experienced, journey level class, fully competent to independently perform the full range of accounting assistant duties. Incumbents are also expected to work more independently, to exercise a greater degree of discretion in execution of duties; and to perform the full scope of duties including the moderately complex duties of the series.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following. For Accounting Assistant I, duties are performed at the entry level:

- 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 problems.
- Review a variety of financial, accounting, and statistical documents for completeness and accuracy.
- Complete necessary forms to transit information and requests to field workers regarding water service and problems.
- Receive mailed and direct payments; balance amounts received; allocate revenue to proper cost centers; post revenues; and, prepare deposits.

- 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.
- File receipts, licenses, correspondence, contracts, and other documents; sort and compute postage; and, maintain supplies and forms.
- 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.
- Provide support to other staff.
- 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.
- Principles of basic report preparation.
- 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.
- 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:

Accounting Assistant I

One year of full-time experience in financial record keeping.

Accounting Assistant II

EITHER: One year of full-time experience as an Accounting Assistant I with the City of American Canyon; – OR- Two years of full-time experience in financial record keeping.

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 I			2/2003	4402	Non-Exempt	04
Accounting Assistant II			2/2003	4403	Non-Exempt	04

APPROVED: _____
Human Resources Director

Date: _____