

City of Lafayette

**ACCOUNTING ASSISTANT**

Current Salary Range for this position can be found under Human Resources Information – Salary Ranges

POSITION DESCRIPTION

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| <b>Department:</b><br>Administrative Services  | <b>Accountable To:</b><br>Financial Services Manager | <b>FLSA Status:</b><br>Non-Exempt               |
| <b>Division:</b><br>Finance  |  | <b>FTE:</b><br>Part-Time; Pro-Rated<br>Benefits |
| <b>Class Description:</b> Maintains City's financial records including accounts receivable, accounts payable, payroll, CIP invoice tracking, business registration, and parking lot leases, billings, and meter collection. This class is distinguished from the Accounting Clerk level by assignment of the full range of duties. Employees at this level exercise job duties with general direction from the Financial Services Manager. |  |   |

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accounts Receivable: Prepares billings, tracks payments, follow-ups with collection letters, telephone calls, and other collection efforts, and maintains the accounts receivable database and summary statements.
- Accounts Payable: Prepares purchase orders. Reviews invoices from all City Divisions for correct program expenditure codes and proper supporting documentation. Processes accounts payable and prepares checks and lists of demands for Council review and approval. Mails payments and handles telephone inquiries from City creditors. Prepares 1099 forms for all City creditors. Inputs expenditure data into the computer based general ledger.
- Payroll: Prepares and distributes timesheets. Audits timesheets for accuracy. Computes and prepares payroll. Prepares payroll deductions including taxes, benefits, wage attachments, 457 contributions, and other requested deductions. Maintains and updates payroll-benefit files for each employee. Prepares reconciliation of register.
- Receives and enters daily cash receipts, maintains revenue binder, and makes bank deposits. Assists with monitoring the petty cash accounts, parking meter/lockbox cash income, and the bulk mail postage account with the US Post Office.
- Provides up to date financial status information for each of the CIP projects upon request. Provides bi-weekly CIP tracking updates to the Engineering Administrative Technician. Provides bi-weekly accounts payable status report on all outstanding planning project accounts to the Planning Division. Provides other financial program status reports upon request to other City Divisions.
- Manages business registration program including mailing out annual registration notices to all businesses in the City, tracking payment, posting each payment, initiating collection for non-payment, and maintaining the database. Prepares updates of the business listing for use by emergency services and economic development committee. Actively pursues information sources to located unregistered businesses.

**OTHER RESPONSIBILITIES AND DUTIES:**

- Assists the Financial Services Manager in preparing for annual audit.
- Follows the purchasing, personnel, administrative, and other policies and practices of the City.
- Perform other related duties as required that may not be specifically listed in the job description, but that are within the general responsibility level typically associated with this class of work.

**EDUCATION OR EQUIVALENT EXPERIENCE REQUIRED:**

Associate of Arts degree in finance, accounting, or other closely related field and two years experience of progressively responsible accounting and finance experience in a private firm or a public agency finance department. Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above may be substituted on a year-to-year basis.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:**

- Ability to effectively and clearly communicate orally and in writing with staff, members of the public, vendors, and the Council; Ability to develop and maintain effective working relationships with staff, residents, vendors, and Council members.
- Understanding of bookkeeping and governmental accounting procedures including accounts payable, accounts receivable, and payroll.
- Competency in use of computers for word-processing, accounting, spreadsheet applications, and database manipulation. 10-key proficiency.
- Ability to accurately maintain complex financial records and prepare financial summaries and reports independently.

**LICENSING REQUIREMENTS:**

Valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

**WORKING CONDITIONS:**

Work is performed in a normal office environment. The position requires ability to talk, listen, stoop, kneel, reach, sit, stand, move, and engage in repetitive motions. The position requires the ability to operate a computer keyboard and printer, typewriter, postage machine, copier, fax, calculating and 10 key machines, and telephone. Requires manual dexterity to manipulated paper for processing invoices, payroll, accounts receivable, business registration, and filing of documents. Occasionally work requires lifting or moving up to 25 pounds.

**A Pre-Employment Physical Exam is Required.**

Work hours may be irregular and involve weekend hours during audit and heavy accounting times.