



May 2013
FSLA: NON-EXEMPT

ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, maintains the City's financial records including accounts payable, payroll, CIP and Parks and Recreation invoice tracking. Provides accounting support to Parks and Recreation department and assists with budget analysis and explanation of expenses.

SUPERVISION RECEIVED AND EXERCISED

Employees at this level exercise job duties with general direction from the Financial Services Manager and exercise no supervision over other staff.

CLASS CHARACTERISTICS

Incumbents in this position perform various accounting support duties, accounts payable, payroll, and invoice tracking. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with independent judgment, tact, and initiative. This class is distinguished from the Accountant in that the latter performs more advanced, technical, accounting duties that require additional training and/or experience, and may provide technical and functional direction to lower-level office support staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Accounts Payable: Reviews invoices from eight City Divisions for correct program expenditure codes and proper supporting documentation. Processes accounts payable invoices for all City expenditures including Parks and Recreation instructors on a weekly basis. Prepares checks and list of demands for Administrative Services Director review and approval. Mails payments and handles telephone inquiries from City vendors and instructors. Prepare 1099 forms at year end according to tax rules.
- Payroll: Prepares and distributes timesheets if required for all employees and temporary personnel in the Parks and Recreation department and audit their timesheets for accuracy. Compile and prepare coversheet with hours for Accountant.
- Reconciles daily deposits for accuracy and miscoded entries from Parks and Recreation department and corrects coding on both daily deposit and in Recware if needed. Ensures that deposits are received by Accounting on a weekly basis. Monitors Parks and Recreation petty cash account, and replenish when needed.
- Provides up to date financial status information for Parks and Recreation as needed. Provides monthly expenditure reports to the different departments in the Parks and Recreation department. Reconciles internal database information to Sage on a month basis to ensure accuracy of account coding and if discrepancies are found they are corrected accordingly.

- Assists the Financial Services Manager in maintaining the Capital Project binder in preparation of 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.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting.
- Bookkeeping and governmental accounting procedures including accounts payable, accounts receivable, and payroll.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- 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.

Ability to:

- Prepare clear, complete, and concise reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws and regulations.
- Make accurate arithmetic, financial and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Prepare clear, complete and concise financial statements and reports.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

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.

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 in work areas 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 weighing 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.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends; ability to pass a comprehensive background check.