

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Accounting Assistant II	Department : Finance	
Reports to: Accounting Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Accounting Supervisor	Pay Grade:	Approved: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to provide a variety of routine to difficult financial, statistical and accounting office support for assigned accounting functions; may perform general office support duties, including typing and record keeping

CLASS CHARACTERISTICS:

Under general supervision provides a variety of routine to difficult financial, statistical and accounting office support for assigned accounting functions; may perform general office support duties, including typing and record keeping; performs related work as assigned.

ESSENTIAL RESPONSIBILITIES:

Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures

Receive payments and issue receipts for business licenses; water, sewer, and refuse collection services; and miscellaneous fees. Prepare list and maintain file of City businesses; forward copies of listing to other departments

Inputs information into a computer system or manually prepares forms to produce warrants; reconciles and prepares payment requests for non-purchase order expenditures such as utility and telephone payments

Provides information to vendors regarding invoices and purchase orders

Assists with the production of various periodic billings, receives checks by mail and processes and balances accordingly; audits accounts receivable; answers factual questions regarding City policies and ordinances.

Maintains accounting and financial and statistical records and prepares periodic or special reports

Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone and preparing periodic and special reports

Enters and retrieves data from an online or personal computer system; may use such technology to produce standard reports

Provides office support to other Finance divisions in a relief or training capacity

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Financial record keeping and bookkeeping practices and procedures; Basic auditing principles and practices; The specific functional area to which assigned (i.e., accounts receivable, accounts payable, treasury, payroll, municipal utilities); Office practices and procedures, including filing and the operation of standard office equipment; Correct business English usage and the standard format for typed materials; Business arithmetic as applied to accounting and auditing office support functions; Basic business data processing principles and the use of word processing equipment.

Skilled in – Preparing, maintaining and reconciling various financial, accounting, statistical and numerical records; Performing detailed accounting clerical work accurately; Organizing and maintaining office files; Making accurate arithmetic calculations; Using initiative and sound independent judgment within established guidelines; Operating standard office equipment, including a calculator, word processor and centralized telephone equipment; Prioritizing work, coordinating several activities and meeting critical deadlines; Establishing and maintaining effective working relationships with those contacted in the course of the work; Understanding and carrying out oral and written directions.

Ability to - Understand and interpret principles, laws, and procedures involved in financial record keeping and accounting functions; Plan and organize work to meet deadlines on a timely basis; Type or use word processing to produce clear, clean, accurate documents in a timely manner; Remain tactful, courteous and patient when dealing with the public; Follow oral and written instructions; Learn to operate a computer terminal for data input, inquiry, and report generation; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective relationships with those contacted in the course of work; Maintain regular and reliable level of attendance.

Licenses and Certificates –. Possession of or ability to obtain a valid California Driver's License may be required

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms, May be expected to lift and move containers weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Other – Bilingual fluency in English and Spanish is desirable

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Two years of bookkeeping, accounting or financial clerical or office assistant experience

Education - Possession of a high school diploma or GED

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date