



Department:	Admin. Svcs./Finance
Bargaining Unit:	SEIU
Salary Range:	E-11
Last Revision:	April 2017

ACCOUNTING ASSISTANT

DEFINITION

Under general supervision of the Administrative Analyst, to perform a variety of technical and clerical accounting duties involving utility billing, cashing, and counter work in support of City daily functions; and to provide technical and clerical staff assistance to the Administrative Services Department and City staff.

SUPERVISION RECEIVED AND EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as cashier; receive payments by mail, in person, or electronic transfer for payment of services, fees, permits, and deposits; record and issue receipts; post and reconcile receipts to specified accounts; count monies, wrap coins, and record checks for bank deposits; prepare and balance deposits.

Perform a variety of general clerical duties including answering phones, typing, sorting, and distributing mail, maintaining files and records, and maintaining supplies.

Open and sort utility bill payments; check amounts against payment stubs and enter data; balance and process payments.

Assist in providing services at the public counter; greet the public at the service counter; answer the telephone, take, return, and distribute phone messages, transfer calls, and provide information regarding services and procedures; answer questions and provide information related to records maintained within the assigned area; receive and process applications for services; issue business and animal licenses.

Process utility payments and update customer accounts as well as receiving and posting deposits from various city departments.

Determine accurate fees by referencing Fee Schedule for business licenses.

Records data and maintains statistical and financial records and logs; performs data entry; checks, verifies, and files financial documents.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic business data processing principles as applied to financial record keeping.

Basic cash handling and balancing methods.

Proper office methods, procedures and practices.

Basic mathematical principles.

Principles and practices of providing outstanding customer service (internally/externally).

Skill to:

Operate a variety of office equipment including computer terminal, calculator, copier, scanner, fax machine and software.

Type and enter data accurately as necessary for successful job performance.

Ability to:

Accurately tabulate record and balance assigned transactions.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Meet and deal tactfully and effectively with the public.

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Plan and organize work to meet schedules and deadlines.

Understand and follow oral and written instructions.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working principles with those contacted in the course of work.

Apply good judgement in recognizing scope of authority and in referring problems to others.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

One (1) year of increasingly responsible experience in the preparation and maintenance of an office, also involving some financial recordkeeping background.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: April 2017