

ACCOUNTING ASSISTANT III/IV

POSITION DESCRIPTION

Function: Under supervision, performs difficult clerical accounting work; maintains a variety of statistical records and prepares related reports with particular emphasis on business licenses, grants, and utility billing; and performs related work as required.

Work involves responsibility for performing varied and complex assignments that require an understanding of bookkeeping and governmental accounting methods and procedures. Work is performed with considerable independence within the framework of regulations, policies, and procedures governing the recording and reporting of financial transactions.

EXAMPLES OF ESSENTIAL DUTIES

Responsible for all aspects of utility billing and customer service, posts, verifies, balances, adjusts, and summarizes accounts; receives and processes City revenue. Examines business license applications; produces business licenses and tracks billing and revenue resulting from business license activity; may be involved with enforcement of delinquent business licenses; assists public on details of tax, municipal codes, forms collection, and related items; assists in initiating appropriate collection procedures for delinquent fees and penalties; may be required to prepare journal entries. Reconciles subsidiary ledgers; reviews accounts payable documents prior to payment, including verifying budgetary classifications of expenditure documents, auditing of invoices and extensions, adding encumbrances, and verifying invoices; compiles data for financial reports and prepares or assists in report preparation; balances bank statements; performs cashiering duties; coordinates accounts receivable billing and collection; utilizes computer terminal to enter and retrieve financial information and maintain files; appears in Small Claims Court on behalf of the City and sends delinquent accounts to collection. Works closely with other City employees, the general public, vendors, debtors, and financial institution and collection agency personnel. Employee provides information on established procedures and addresses routine problems related to an assigned function. Work includes assisting at the public counter and answering City Hall telephone calls and directs calls and inquiries to the appropriate personnel, creating numerous interruptions from the public and others. Processes departmental petty cash fund reimbursements. May be required to work weekends, shifts and/or holidays.

QUALIFICATION GUIDELINES

Education and Experience: Educational achievement equivalent to graduation from high school is required, supplemented by coursework in bookkeeping an/or accounting and considerable experience (three + years) in clerical accounting and/or bookkeeping work; or any equivalent combination of training and experience that has provided the knowledge, skills, and abilities listed below. Government accounting experience preferred.

Knowledge/Skills/Abilities: Considerable knowledge of clerical accounting practices; knowledge of automated accounting systems and their use in the assigned accounting function; some knowledge of technical accounting principles, practices, and procedures; ability to maintain accounting records and prepare reports; skill in the operation of a computer and keyboard, calculator, adding machine, telephone, cash register, copy machine and related equipment; ability to learn municipal bookkeeping, governmental accounting computer software, purchasing, tax and related systems and procedures; ability to make arithmetic computations and tabulate rapidly and accurately; ability to communicate effectively, orally and in writing; ability to establish and maintain effective working relationships with others; ability to lift heavy boxes of records.