



June 2008

## **SENIOR ACCOUNTING ASSISTANT**

### **DEFINITION**

Under general supervision, performs a variety of paraprofessional accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including utility billing, accounts payable, and/or accounts receivable; maintains City financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical accounting support to professional staff in the Financial and Information Services Department; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Accounting Supervisor or Financial Operations Manager. May exercise technical and function direction over and provide training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level and paraprofessional class in the Accounting Assistant series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: utility billing, accounts payable, and/or accounts receivable, in addition to performing a variety of record keeping, reconciliation, and accounting support activities. Positions at this level are distinguished from the Accounting Assistant I/II by the level of responsibility assumed and the complexity of the work assigned. Incumbents perform the most complex and responsible types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents may provide direct or functional supervision of staff as a regular part of their work routine and are required to be fully trained in all procedures related to the assigned area of responsibility. This class is distinguished from the Accountant in that the latter is a professional level requiring completion of a four-year degree.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right 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.*

- Assists other accounting and finance personnel in performing a variety of technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including utility billing, accounts payable, and/or accounts receivable.
- Assumes responsibility for a specialized department program or City-wide accounting function; participates in program development, interprets applicable regulations and agreements, implements new systems, and coordinates with City staff or outside agencies and the public.
- Reviews work and provides lead direction to lower-level accounting staff; gives work assignments and trains staff as needed.
- Prepares, maintains, and verifies varied and complex accounting and financial records and reports; audits financial records for accuracy, posts and reconciles journals; prepares reports.

- Processes invoices for payment; coordinates paperwork; classifies, records, and balances revenues and expenditures to proper accounts; researches invoices, matches to purchase orders; obtains authorization for payment; checks prices, extensions, and discounts; contacts vendors and City staff to resolve accounts payable problems; codes invoices for payment; enters account numbers, vendor numbers, amounts of payables, and related data into computer terminal; assembles accounts payable documents for approval; audits and reconciles errors; prepares accounts payable checks for mailing.
- Processes, prints, and mails water/sewer utility billings; enters and maintains control cards; researches problems, makes adjustments; receives, processes, and posts payments and issues receipts; handles and balances cash and credit card payments; processes accounts for collections; reconciles reports.
- Responds to a variety of customer, vendor, and staff questions over the telephone and in person; researches and resolves problems; makes appropriate adjustments to accounts.
- Provides internal control for assigned function; reviews, recommends, and implements approved internal controls, office procedures, and related systems.
- Prepares journal entries, reconciliation of bank statements and general ledger accounts, general ledger entries, accounts payable expenditures, accounts receivable and cash receipt transactions.
- Researches, compiles, enters, and classifies data from varied sources to make summary reports; reviews data to determine variances and similarities.
- May serve as passport acceptance agent.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of accounting and financial document processing and record keeping, including utility billing, accounts payable, and/or accounts receivable.
- Business arithmetic and statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer 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 to public and City staff, in person and over the telephone.

### **Ability to:**

- Perform detailed complex and technical accounting and financial support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- 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.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of experience in processing financial documents, maintaining financial or accounting records, or billing and collections.

**Licenses and Certifications:**

None.

**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.