



SENIOR ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, performs a variety of routine to moderately complex financial support duties requiring knowledge of accounting records and transactions and provides customer services.

SUPERVISION EXERCISED

May train subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public and staff, both in person and over the phone, providing fiscal information and explaining procedures.

Prepare and process purchase orders and purchase order adjustments.

Maintain and reconcile a variety of financial subsystems, ledgers, reports and records ensuring accuracy and prepare and may post routine journal entries.

Prepare a variety of fiscal reports, statements and schedules.

Process cashier transactions, payments (in person and on line), balance and prepare daily deposits; run daily cash reports; verify reports and cash balances received from City departments.

Post transactions to accounts payable, utility billing and/or accounts receivable batch reports; generate, validate and mail checks and/or bills.

Track, monitor and review HIDTA and other grants expenditures and reporting requirements.

Assist with the preparation of information and schedules for the annual budget and related budget adjustments.

Perform simple bank account reconciliations and other related banking activities.

Assist auditors, accountants and City Treasurer.

Assist in year-end account review.

Serve as back-up and may be trained in Payroll.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Fiscal record keeping, payroll, cashiering, routine journal entries, accounts receivable, accounts payable and utility billing.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements.

Principles and practices of grant monitoring and reporting requirements.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Perform general accounting work.

Interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

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

High School graduation and two (2) years related experience, including proficiency with a variety of computer software programs. AA/AS and Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

