



Career Service Authority

Accounting Assistant I

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance financial record keeping operations by recording accounting transactions including posting, monitoring, and verifying data into various financial systems and agency spreadsheets and ensures accurate balances and available budgeted funds.

DISTINGUISHING CHARACTERISTICS

This class performs full performance financial record keeping operations. This class is distinguished from the Accounting Technician that performs full performance paraprofessional accounting work maintaining a full set of financial records including summarizing accounting data and preparing financial reports. The Accounting Assistant I is distinguished from the Accounting Assistant II that performs full performance city-wide technical financial operations work by auditing payment requests, ensuring that contract provisions are followed, and assisting agency personnel resolve problems. Additionally, the Accounting Assistant II class has city-wide auditing responsibilities; whereas, the Accounting Assistant I class has department/agency responsibility. The Accounting Assistant I class is also distinguished from the Administrative Support Assistant IV class that performs specialized and/or technical office support work that requires detailed knowledge of the specialized/technical area.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, may perform lead work.

ESSENTIAL DUTIES

Prepares and maintains routine accounting/financial records by posting, adjusting, and balancing transactions to agency spreadsheets and computerized records.

Enters data from source documents, verifies correctness of accounting transactions, and checks calculations for accuracy.

Prepares vouchers and invoices for accounts payable and accounts receivables.

Responds to inquiries and provides financial information to other units and vendors regarding the status of accounts, payments, issuance of checks, and availability of balances by extracting information from computerized systems and/or agency spreadsheets, and resolves problems.

Identifies and resolves discrepancies between departmental records and the city's accounting systems.

Prepares encumbrances and tracks encumbered balances of specific contracts/accounts to ensure that funds are available for payment.

Organizes and files source documents including vendor invoices, journal vouchers, and internal billing transfer forms according to accepted practices.

Prepares a variety of internal financial, budget, and miscellaneous reports.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Conscientiousness – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility – Adapts quickly to changes.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory – Recalls information that has been presented previously.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Self Management – Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Manages and Organizes Information – Identifies a need to gather, organize, and maintain information, determines its importance and accuracy, and communicates it by a variety of methods.

Technical Competence – Knowledge of the specialized/technical area. Refers to specialized knowledge that is acquired through formal education or extensive on-the-job experience.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Knowledge of accounting principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Skill in utilizing computer software to accomplish a variety of tasks.

Knowledge of policies, procedures, rules, and laws relative to the accounting field.

Physical Demands:

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to many interruptions.

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Three years of clerical experience which includes one year of experience performing record keeping.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement except for the one year of record keeping experience.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 01/18/2009

ESTABLISHED BY: Patricia Anderson

REVISED DATE:

REVISED BY:

CLASS HISTORY

This is a new class. In a 2000 study of all clerical classes, this class previously known as Accounting Clerk was consolidated into the Administrative Support Assistant IV class. The class is now recreated with a different title to assist in recruitment and retention issues.