

ACCOUNTING ASSISTANTDEFINITION

Under immediate supervision, performs a variety of routine clerical work involved in receiving, distributing and maintaining financial and statistical records, receiving and disbursing cash.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Gathers, assembles, tabulates, checks, and posts financial and statistical data. Makes extensions and computes charges or rates from established schedules. Maintains simple accounts, posting entries from supporting documents and records, including verifications of invoices with supporting documents. Verifies eligibility for and issues various permits or licenses, provides information, and answers complaints in accordance with established policy. May compute payroll. Accepts payments and fees as well as ensures prompt payment for City purchases. Makes change and issues receipts. Guards against receipt of counterfeit money and post-dated checks. Assists in tracking worthless checks and verifying dates and signatures. Records and balances records of expenditures for budgetary control. Operates ten-key adding machines, calculators, personal computers, and similar office machines. May balance petty cash accounts. May calculate and record labor, material, equipment and other cost data for departmental projects. May serve at a public counter. May perform light typing assignments and receipt of incoming mail. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is routine clerical work of varied nature involved in keeping financial accounts and records which requires the application of judgement based upon knowledge gained through experience. Decisions are made in accordance with established precedents and department policies and procedures.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from high school, including or supplemented by courses in office practices, and experience in performing financial, statistical or other clerical work, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: modern office practices and procedures; business English, spelling and arithmetic; methods of handling, receipting, and maintaining records of money received.

Skill in: making arithmetic computations; filing; maintaining office records; the operation of office equipment, including ten-key adding machines, calculators, and personal computers.

Ability to: make change with speed and accuracy; understand and follow oral and written directions; apply good judgment in making minor decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures; establish and maintain effective working relationships with other employees and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well-organized and detail-oriented self starters skilled in computations and financial records processing, who work efficiently in a fast-paced environment. When responding to inter-departmental employees or the public, they are pleasant, courteous, and helpful. Good judgment and good communication skills are essential qualities of Accounting Assistants.

Prepared and Approved 9-92
Former Class Title: Account Clerk I
New Title Effective: 1-1-88
SACEA MOU 1987-89

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