

LEAD ACCOUNTING ASSISTANTDEFINITION

Under general supervision, supervises and performs responsible clerical work in processing documents involved in financial transactions and in preparing and maintaining financial and accounting records.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Oversees the activities of assigned section. Monitors workflow, resolves unusual items or questions, trains and evaluates employees. Gathers, assembles, tabulates, compares, verifies, and posts financial and statistical data. Prepares or verifies and processes bills, purchase orders, and similar documents. Posts balances and audits cash books, ledgers, subsidiary journals, and other municipal financial and accounting records in accordance with predetermined classifications and procedures. Makes adjusting, opening and closing entries. Reconciles accounts to general ledgers and prepares routine reports and statements. Computes, classifies, and prepares billings. Maintains bond registers and clips coupons. Sends notices and keeps records of payment delinquencies. Closes cancelled accounts. Maintains files of invoices, and other financial transaction documents. Operates various office machines, including copy machines, scanners, personal computers, calculators and typewriters. May compose and type routine correspondence incidental to primary assignment. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

In addition to being a full advanced journey-level position, incumbents in this class are expected to provide lead supervision. The duties of this class are distinguished from those of Senior Accounting Assistant by the daily coordination and lead supervision of other personnel, the greater independence within which the incumbent is expected to operate, and the greater complexity of assignments received.

MINIMUM BASIC QUALIFICATIONS

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

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the application of bookkeeping principles and practices; the application of these principles to the keeping of accounts and the preparation of financial statements; governmental accounting methods; and knowledge of the principles of fund accounting; a basic understanding of governmental budgeting and principles of supervision and training.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Access, Excel, and PowerPoint and mainframe financial system software; the operation of calculator, scanners, copying machines and other modern office equipment.

Ability to: apply bookkeeping principles to the keeping of accounts and the preparation of financial statements; make arithmetic calculations accurately and rapidly; supervise and train assigned personnel; understand and carry out general oral and written instructions; file and maintain office records; establish and maintain effective working relationships with city employees, supervisors and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMER:

Successful performers are well-organized and detail oriented persons skilled in computations and financial records processing. Additionally, they are flexible, possess good judgment and have strong interpersonal skills.

Class title established per Council Resolution No. 88-38,
effective 7-1-88

Revised: 10/03
ADA form: 10/03