

SENIOR ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, performs responsible clerical work processing documents involved in financial transactions and prepares and maintains financial and accounting records.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Processes documents involved in financial transactions. Prepares and maintains financial and accounting records. Gathers, assembles, tabulates, compares, verifies, and posts financial and statistical data. Prepares or verifies and processes bills and similar documents. Posts and balances 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 routing reports and statements. Computes, classifies, and prepares billings. Prepares invoices. Analyzes and prepares reports of encumbrances and expenditures for department programs. Performs cost research and cost recovery analysis. Sends notices and keeps records of payment delinquencies. Closes canceled accounts. Receives money and maintains records of receipts. Maintains files of invoices, and other financial transaction documents. Operates various office machines, including calculators, computer terminals, personal computers, and typewriters. May compose and type routine correspondence incidental to primary assignment. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey-level, non-supervisory class in the Accounting Assistant series which performs varied, difficult and responsible specialized clerical operations, frequently requiring the application of specialized knowledge and skills gained through experience in the organization. Incumbents in this class, therefore, are generally promoted from the Accounting Assistant class.

RECOMMENDED MINIMUM QUALIFICATIONS

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

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Application of bookkeeping principles and practices, some knowledge of the principles of fund accounting and governmental accounting methods, and a basic understanding of governmental budgeting.

Skill in: Operation of calculators, computer terminals, bookkeeping and similar office machines. Additional skill in using IBM-compatible microprocessors and Lotus 1-2-3 software is desirable.

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

DESIRABLE CHARACTERISTICS

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

Class title change from Account Clerk II per Council Resolution No. 88-38,
effective 1-1-88

Prepared and approved through 1986-87 Clerical Study Process

Former Class Title: Account Clerk II

New Title Effective: 1-1-88

ADA approved: 01/99