



## ACCOUNTING ASSISTANT

**Bargaining Unit:** Independent/Non-Contract

**FLSA:** Non-Exempt

### SALARY RANGE

\$24.66 - \$32.06 Hourly

\$1,973.03 - \$2,564.93 Biweekly

\$4,275.00 - \$5,557.00 Monthly

\$51,299.00 - \$66,688.00 Annually

### DEFINITION

Under general supervision, provides clerical support to the District's accounting programs; posts financial transactions to an automated accounting system; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and related transactions; generates, processes, and maintains contracts and purchasing documentation; processes and maintains vendor and contractor invoices, purchase orders, and related documents; reviews water billing and payment issues; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing clerical accounting duties. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs routine clerical accounting support duties including posting, balancing, adjusting, and maintaining accounting and financial records according to established policies and procedures.
- Reviews and processes checks and payments; prepares documentation for payment; coordinates management review and approval of batches; contacts department and/or vendors to make corrections or request additional information when necessary; enters and verifies data into the financial management system to produce payment; prints checks; prepares electronic funds transfer and submits to the bank; attaches copies of checks and backup documentation to vouchers and purchase orders.
- Responds to customer inquiries and complaints; provides information regarding water consumption and billing issues; resolves customer billing issues; responds to customer requests to start new water accounts and turn water services on and off; prepares and distributes customer service orders to field staff.
- Researches and answers questions regarding the status of accounts and payments, the proper coding of transactions, and related accounting issues.
- Assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Reviews, verifies, and processes various request for cash and payment such as petty cash and reimbursement requests; verifies proper approval, account numbers, and amounts; ensures compliance with District policy and procedure; prepares receipts.
- Maintains contracts, purchasing cards, and purchase orders in compliance with purchasing policies; follows up on contract insurance requirements and documentation; and provides support to the request for proposal process.
- Maintains and updates Internal Revenue Service W-9 information of vendors for year-end tax reporting and processing.
- Performs a variety of administrative office support duties such as sorting and distributing mail and ordering and maintaining office and other related supplies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and accounting document processing and record keeping, including cash receipts and disbursements, accounts payable, and/or accounts receivable.
- District metering and billing categories.
- Cash handling techniques.
- Business arithmetic and basic financial techniques.
- District accounting transaction methods, policies and procedures.
- Methods and techniques of researching and resolving billing or accounting transaction issues.
- Record keeping and filing systems and methods.
- Business letter writing and the standard format for reports and correspondence.
- District and mandated safety rules, regulations, and protocols.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Research and resolve customer issues and/or refer to higher level staff.
- Maintain accurate databases, records, and files.
- Perform arithmetic computations accurately.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and two years of clerical accounting and/or utility billing experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally

bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.