



June 2019  
FLSA: Non-Exempt

## ACCOUNTING ASSISTANT I/II

### **DEFINITION**

Under direct (I) or general (II) supervision, performs a variety of technical accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility billing, and business licenses; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

Accounting Assistant I: This is the entry-level classification in the Accounting Assistant series. Initially under close supervision, incumbents learn and perform work in accounts receivable, accounts payable, utility billing, and business licensing. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Accounting Assistant II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Accounting Assistant II: This is the fully qualified journey-level classification in the Accounting Assistant series. Positions at this level are distinguished from the Accounting Assistant I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level 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. This class is distinguished from the Senior Accounting Assistant the latter performs a broader range and more complex technical accounting support duties, such as payroll processing and preparing various financial, budget, and state- and federal-mandated reports, and exercises a higher level of discretion and independent decision-making.

Positions in the Accounting Assistant class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level; progression to the II-level is dependent on management affirmation that the position is independently and competently performing the full range of duties assigned to the classification.

### **EXAMPLES 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.*

*Positions at the Accounting Assistant I level may perform some of these duties and responsibilities in a learning capacity*

- Performs a variety of technical accounting support duties related to accounts payable, accounts receivable, utility billing, and business licenses.
- Reviews, verifies, posts, and records a variety of accounting and financial transactions.
- Maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; reconciles transactions and data as directed; records adjustments and resolves differences; maintains the accuracy of accounting and financial records.
- Receives and processes payments, balances monies received, and prepares and issues vouchers and receipts; allocates funds to correct accounts; balances and reconciles accounts; maintains petty cash; and prepares bank deposits.
- Processes invoices, including reviewing, verifying, coding, and entering approved invoices and supporting documentation into accounts payable system; prepares invoice batch for approval; makes adjustments and processes journal entries; prints checks and check register; ensures invoices are charged to appropriate accounts; researches and resolves discrepancies and vendor inquiries; maintains and issues forms for tax reporting purposes.
- Prepares utility bills and notices; participates in implementing new utility rates.
- Maintains business license information; researches and notifies new businesses of licensing requirements; mails application materials; closes accounts as necessary; initiates work orders for inspectors as needed.
- Prepares and files financial, accounting, and statistical reports.
- Assists with the year-end closing, reconciliation, and audit processes.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews records for completeness and conformance with established regulations and procedures; applies Town policies and procedures in determining completeness of records and files.
- Assists customers by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- May perform general office support duties such as opening and routing mail and deliveries, preparing correspondence, filing and record keeping, duplicating and distributing various written materials, and ordering and keeping inventory of office supplies.
- May perform duties of Senior Accounting Assistant on a temporary basis as assigned.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable, accounts payable, utility billing, and business licensing.
- Mathematical principles and practices of basic financial and statistical techniques.
- Principles and procedures of record keeping and preparation of reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town 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 account and financial support work accurately and in a timely manner.

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal 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:*

Accounting Assistant I/II: Equivalent to graduation from the twelfth (12<sup>th</sup>) grade.

Accounting Assistant I: One (1) year of responsible bookkeeping or accounting experience.

Accounting Assistant II: Three (3) years of increasingly responsible accounting experience equivalent to the Accounting Assistant I in the Town of Paradise.

**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, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 15 pounds with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.