

City of South San Francisco
Human Resources Department

Accounting Assistant I/II
Class Description

Definition

Under general supervision, provides responsible technical and office support related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; and performs other related duties as assigned.

Distinguishing Characteristics

The Accounting Assistant I is the entry-level classification in this accounting office support series. Initially under close supervision, incumbents with well-developed office support skills learn accounting and financial support practices and procedures. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher-level class after gaining the experience, demonstrating knowledge and skill and consistently performing work of the higher-level class.

The Accounting Assistant II is the experienced-level classification in this accounting office support series. Responsibilities include independently performing work in one or more of the following areas: accounts receivable, accounts payable, payroll or business licensing, in addition to performing a variety of customer services, record keeping, reconciliation and report preparation activities. These classes are distinguished from the general office support and secretarial class series by the technical knowledge of accounting support terminology, processes and procedures.

Typical and Important Duties

1. Receives mail and direct payments from the public and funds from other City departments; balances monies received and prepares receipts and bank deposits.
2. Processes accounts payable; assigns purchase order and vendor numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment.
3. Reviews payroll records for completeness and accuracy; resolves problems and enters data into the payroll system to produce the City's payroll.
4. Provides information to business owners regarding business license requirements and fees; processes license applications and renewals; receives and receipts payments and prepares license certificates.
5. Posts receipts, encumbrances and expenditures to various accounts; reconciles accounts and prepares general ledger entries.

6. Prepares and distributes billings for money owed to the City for fees and services; prepares payments to insurance providers, contractors, vendors and others providing goods and services to the City.
7. Answers questions, provides information regarding procedures and regulations and assists the public at a counter and over the telephone.
8. Prepares and distributes payroll tax forms and 1099's on an annual basis.
9. Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.
10. Enters and retrieves information using standard word processing and spreadsheet software.
11. Performs general office support duties such as opening and routing mail, filing, preparing correspondence, maintaining an inventory of office supplies and stationery, and duplicating and distributing various written materials.
12. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Develop and maintain spreadsheets.
- Establish, maintain, and research files.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Learn and utilize specific City computer applications.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in

- Entering and retrieving data into standard computer with speed and accuracy sufficient to perform assigned work.

Experience and Training

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

Experience:

- Accounting Assistant I: One year of progressively more responsible experience in performing general office support work or in processing financial documents and maintaining financial or accounting records.
- Accounting Assistant II: In addition to the above, two years of progressively more responsible experience in performing accounting and financial document processing and record keeping at a level equivalent to the City's class of Accounting Assistant I.

Training: Equivalent to graduation from high school supplemented by coursework related bookkeeping, basic accounting, and/or related computer applications.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office setting.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours for meeting attendance or participation in specific projects or programs.

Approved: June 2000
Revised Date: June 2003
Former Titles: Account Clerk (abolished 6/00)
Abolished:
Bargaining Unit: AFSCME
ADA Review: 2000/01
DOT: No
Physical: Class 3
Status: Classified/non-exempt
EEOC Category: EF1/EJ6, EF1/EJ6
Job Code: AAI - A480, AAI - A225

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SWE
4. SDE
5. SDE
6. SDE
7. SDE
8. SAE
9. SDE
10. SDE
11. MDE