



Job Code: 0066
FLSA: NE
Unit: PCEA
Revised: 6/01

ACCOUNTING ASSISTANT I

DEFINITION

Under general supervision, performs a variety of simple to difficult duties including data entry, financial record keeping and clerical work in such areas as accounts payable, accounts receivable, payroll, dog licensing, and business license taxation; performs related works as required.

SUPERVISION RECEIVED/EXERCISED

May receive direction and training from Accounting Assistant II positions, Sr Accounting Assistants, Business License Coordinator, Payroll Coordinator, Jr. Accountant or Sr. Accountant; and supervision from the Revenue Manager or Financial Services Managers. Exercises no supervisory responsibility over employees.

TYPICAL DUTIES

1. Enters data in various software systems and data bases, such as accounts payable, accounts receivable, fixed assets, general ledger, payroll, business license and utility billing.
2. Assists with accounts payable to include reconciling vendor statements, preparing worksheets and data input forms, and unencumbering contracts and purchase orders.
3. Records and processes utility bills, and makes information available to the departments.
4. Assists with the issuance of business licenses and maintenance of records associated therewith.
5. Assists with payroll preparation to include checking arithmetic calculations and inputting time card data.
6. Cashiers, prepares bank deposits, and assists with bank reconciliation tasks as assigned.
7. Calculates and prepares routine or recurring accounts receivable invoices and delinquent notices; receives and records payments; and answers basic questions from the public, other departments and collection agencies.
8. Responds to requests for various types of information from the public, other Finance staff, and other City departments.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Accepted office practices to include filing and organizing.
2. Elementary financial records to include statements, invoices, and worksheets.
3. Elementary accounts payable principles/practices.
4. Cash handling procedures.

Skill to:

1. Organize and enter accurately a variety of data into various computer software applications.
2. Operate office equipment including calculators, personal computers, stuffing machines, bursting machines, copy machines, etc.
3. Type accurately 40 wpm and operate a 10-key calculator by touch.
4. Make and check arithmetic calculations.
5. Cashier and prepare bank deposits.
6. Prepare accurately basic financial records and forms to include invoices, statements, worksheets, etc.
7. Explain basic financial data and procedures.
8. Communicate clearly and effectively with a variety of customers, both internal and external.

Education:

High school graduation or GED equivalent.

Experience:

One (1) year performing basic financial recordkeeping/clerical tasks preferred.