



Job Code: 0067
FLSA: NE
Unit: PCEA
Revised: 6/26/01

ACCOUNTING ASSISTANT II

DEFINITION

Under general supervision, performs a variety of simple to complex 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 immediate direction and training from Sr. Accounting Assistant, 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. May provide some general training and directions to Accounting Assistant I positions.

TYPICAL DUTIES

1. Reviews, identifies problems, and enters data in various software systems such as accounts payable, accounts receivable, fixed assets, general ledger, payroll, business license and utility billing.
2. Prepares claims for payment; reviews for obvious discrepancies in coding, authorizations, documentation, etc.; and unencumbers contracts and purchase orders. Checks progress payment calculations and ensures change orders, staff reports and proper authorizations are in place.
3. Records, processes, and monitors utility bills, and provides departments with historical information.
4. Reviews and processes business license tax applications and renewals; checks for compliance; flags obvious discrepancies for supervisory review; and issues business licenses. Receives and records payments, and maintains associated records.
5. Assists and as directed prepares payroll, maintains associated payroll records, and assists customers.
6. Cashiers, prepares bank deposits and ensures completeness of documentation, maintains cash log, trouble shoots for errors, and reconciles bank statements.
7. Calculates and prepares routine or recurring accounts receivable invoices and delinquent notices; receives and records payments; researches inquiries regarding billings; coordinates with collection agencies and other departments.

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8. Provides information and explains procedures and the City Code to internal and external customers.
9. Prepares State and Federal reports as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Cash handling procedures.
2. Accounts payable, accounts receivable and payroll preparation.
3. Preparation and maintenance of accounting worksheets.

Skill to:

1. Prepare and maintain accurate financial records to include collection histories, spreadsheets, etc.
2. Perform responsible accounts payable/receivables tasks.
3. Perform complex arithmetic calculations accurately.
4. Perform tasks in an organized and timely fashion.
5. Operate office equipment including calculators, personal computers, stuffing machines, bursting machines, copy machines, etc.
6. Type accurately 40 wpm and operate a 10-key calculator by touch
7. Cashier, prepare bank deposits, maintain and balance cash logs.
8. Explain financial data and procedures.
9. Communicate clearly and effectively with a variety of customers, both internal and external.

Education:

High school graduation or GED equivalent.

Experience:

Two years of experience performing bookkeeping tasks; experience in accounts payable preferred. Experience working with computerized financial systems required. Experience using electronic worksheets preferred.