



Job Code: 0072
FLSA: NE
Unit: PCEA
Revised: 6/26/01

SENIOR ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, performs journey level financial record keeping in such areas as accounts payable, accounts receivable, payroll, dog licensing, and business license taxation. This job classification is distinguished from the Accounting Assistant II position by the level of problem solving and independent judgment used in applying policies, rules and regulations to various accounting-related matters. Performs related work as required; may supervise.

SUPERVISION RECEIVED/EXERCISED

May receive immediate direction from the Payroll Coordinator or Jr. Accountant or Sr. Accountant, and supervision from the Revenue Manager or Financial Services Managers. May provide direction to Accounting Assistant I or II positions in a Lead capacity.

TYPICAL DUTIES

1. Reviews, identifies and resolves 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 discrepancies in coding, authorizations, documentation, etc.; and unencumbers contracts and purchase orders. Reviews progress payments for completeness ensuring change orders, staff reports and proper authorizations are in place; checks calculations, verifies documentation and calculation of reductions in retention.
3. Trouble shoots and monitors utility bills; and ensures other City departments receive information necessary to make good operational decisions.
4. Reviews and processes business license tax applications and renewals; checks for compliance; performs desk audits for supervisory review; and issues business licenses. Receives and records payments, and maintains associated records.
5. Assists, and as directed, prepares all aspects of payroll including PERS, State and Federal reporting; maintains associated payroll records; and assists customers.
6. Cashiers; prepares bank deposits, ensures completeness of documentation, maintains cash log; and reconciles bank statements. Identifies, researches and resolves discrepancies and problems in cash handling and recording, banking and statements, and recommends needed changes in procedures.
7. Calculates and prepares both routine and complex accounts receivable invoices and delinquent notices; receives and records payments; researches and resolves inquiries regarding billings; handles customer complaints; recommends alternative payment plans; coordinates with collection agencies and other departments. Prepares posting entries of

City of Pleasanton
Senior Accounting Assistant- Page 2

routine billings, and balance subsidiary worksheets or ledgers to the general ledger. Assists in performance evaluations of collections agencies.

8. Provides information and explains procedures and the City Code to internal and external customers.
9. Researches new regulations and works with software providers to design newly required State and Federal reports, and ensures timely and accurate reporting compliance.
10. May represent City in small claims court.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Cash handling procedures and controls.
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, graphics, etc.
2. Perform very 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, reconcile bank statements and resolve problems.
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. Some college level course work in Business, Accounting or a related field is preferred.

City of Pleasanton
Senior Accounting Assistant- Page 3

Experience:

Four years of experience performing bookkeeping tasks; experience in accounts payable preferred. Experience working with computerized financial systems and electronic spreadsheets preferred.