

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Accounting Assistant I/II
ALLOCATION: County-wide
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1996
REVISED: April 2012

JOB SUMMARY:

Perform a variety of accounting support duties involving financial record keeping and/or transactions including accounts receivable; routine research and audit of financial documents; collect fees and payments; provide assistance to the public over the telephone or at a public counter and perform other duties as assigned. Positions in this class are flexibly staffed and are typically filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance levels.

Accounting Assistant I:

Under immediate supervision incumbents learn job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. This is the entry level in the clerical accounting series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Accounting Assistant I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level.

Accounting Assistant II:

Under general supervision incumbents perform the full range of duties. Occasional instruction or assistance is provided as new, unusual, or unique situations arise and incumbents are fully aware of the operating procedures and policies within the work unit. This is the journey level in the clerical accounting series.

CLASS CHARACTERISTICS:

This position reports directly to an Administration and Accounting Supervisor or an appropriate manager depending on department assignment. This class is distinguished from the Accounting Specialist in that the latter performs advanced journey level work and may provide lead direction to assigned staff.

EXAMPLES OF DUTIES:

Essential:

- Receive and review invoices; resolve discrepancies; code information for proper charging to budget units or cost centers and prepare for payment; ensure proper authorization and compliance with County policies and procedures.
- Input information into a computer system or manually prepare forms to produce payments; reconcile and prepare payment requests for non-purchase order expenditures such as utility and contract payments; process County warrants for distribution.
- Receive and balance payments; prepare bank deposits and review and reconcile bank statements; maintain departmental petty cash funds.
- Perform routine research and auditing of financial accounts and records; reconcile departmental and County-wide accounts and funds on a periodic basis; implement corrections after approval.
- Maintain a variety of specified departmental financial and budgetary records; may research and assist with departmental payroll, purchasing and related activities.
- Prepare departmental billings for services and/or facilities; balance receipts and submit for deposit; track and follow-up on returned checks.
- Prepare, mail and receive payments for secured, unsecured and supplemental property taxes; receive payments and enter information into a computerized record system.
- Prepare a variety of detailed financial, accounting, and statistical records; produce routine reports for internal control or submission to regulatory, funding and governmental agencies; ensure that materials are prepared and submitted in accordance with specific time deadlines.
- Post information to ledgers, journals and reports; total and balance figures, proof data and make corrections as required.
- Provide information to vendors, contractors and departmental staff regarding invoices and purchase orders.
- Review and apply various policies, regulations and laws; provide information to the public and County staff regarding County and departmental policies and ordinances.

- Provide information to the public, employees, clients, business owners, and the courts regarding assessments, billings, and related financial activities.
- May implement the processing of forms and maintenance of records for specified departmental functions.
- May assist with cost accounting and budget preparation by posting information, typing materials or totaling figures.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform a variety of general office support duties such as typing, proofreading, filing, answering the telephone, and using standard office equipment.
- Use standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

Accounting Assistant I:

- Business arithmetic, algebra, statistics, and their applications.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Basic accounting recordkeeping and financial processing concepts and procedures.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

Accounting Assistant II (in addition to the above):

- Policies and procedures related to the functional area(s) to which assigned.
- Principles and practices of financial recordkeeping and bookkeeping.
- Practices of reviewing financial documents for completeness and accuracy.
- Applicable laws, codes and regulations.

Skill in:

Accounting Assistant I:

- Making accurate arithmetic calculations.
- Maintaining accurate financial records and reports.
- Performing detailed accounting support work.
- Operating standard office equipment.
- Communicating clearly and concisely, both orally and in writing.

Accounting Assistant II (in addition to the above):

- Reviewing, posting, balancing and reconciling complex financial records.
- Reviewing financial documents for completeness and accuracy.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Meeting critical deadlines.
- Interpreting, applying, and explaining applicable laws, codes and regulations.

Ability to:

Accounting Assistant I:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Understand and follow oral and written directions.
- Organize work; schedule and coordinate projects; set priorities; meet deadlines and maintain composure when working under pressure.

Accounting Assistant II (in addition to the above):

- Work without close supervision in standard work situations.
- Use initiative and independent judgment within general procedural guidelines.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- May be required to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- May be required to successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and/or credit check prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

ACCOUNTING ASSISTANT I:

MINIMUM: Graduation from high school; and one year of experience examining or reviewing accounting, bookkeeping, financial or statistical data or two years of experience at a level equivalent to the County's classification of Office Assistant II.

PREFERRED: In addition to the minimum, some college coursework involving accounting, bookkeeping or related field and two years of experience examining or reviewing accounting, bookkeeping, financial or statistical records.

ACCOUNTING ASSISTANT II:

MINIMUM: Graduation from high school; and one year of experience at a level equivalent to the County's classification of Accounting Assistant I.

PREFERRED: In addition to the minimum, completion of one year of college (30 semester units) with coursework involving accounting, bookkeeping or a related field.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Human Resources Approval: Martha K. Wilson
Date:

EEOC: F
WC: 8810.1

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____