



## ACCOUNTING ASSISTANT I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, learns to perform and performs a variety of accounting support duties, which depending on the needs of the department, may include customer services, accounts payable, accounts receivable, utility billing, cashiering, payroll, and general accounting duties; provides customer services in person and by telephone; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Accounting Assistant I**

The **Accounting Assistant I** is the entry-level classification in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. Upon successful completion of one year as an Accounting Assistant I and gaining experience in at least two of the functional areas of the department, incumbents are eligible for promotion to the class of Accounting Assistant II. This classification is distinguished from the next higher level classification of Accounting Assistant II by the performance of work requiring a knowledge of at least two support function areas listed below and a greater degree of independence of action.

#### **Accounting Assistant II**

The **Accounting Assistant II** is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned duties, including accounts payable, accounts receivable, billing, and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. Upon successful completion of one year as an Accounting Assistant II and gaining experience in all accounting support functional areas of the department, they are eligible for promotion to the class of Accounting Assistant III. This classification is distinguished from the next higher classification of Accounting Assistant III in that the latter is the advanced journey-level class that has experience in and can work independently in all accounting support functional areas.

### **SUPERVISION RECEIVED/EXERCISED:**

#### **Accounting Assistant I**

Receives immediate supervision from the Deputy Finance Director, Senior Accountant, or Accountant, depending on assignment. Incumbents in this class do not routinely exercise supervision.

#### **Accounting Assistant II**

Receives general supervision from the Deputy Finance Director, Senior Accountant, or Accountant, depending on assignment. Incumbents may exercise technical and functional supervision over assigned staff.

### **ESSENTIAL FUNCTIONS: (include but are not limited to the following)**

**Accounts Payable/Accounts Receivable:** Receives and checks invoices by confirming extensions, sales tax, discounts, and budget expenditure numbers; processes check requests and data input; uses batch system for balancing computer run warrants and warrant lists; reviews and issues purchase orders; reviews and analyzes monthly vendor statements; prepares annual, monthly and quarterly reports; oversees accounts

receivable invoices prepared by City departments, including proper assignment to City revenue, monitoring the status of outstanding balances, and the identification and disposition of uncollectible accounts.

**Customer Service:** Prepares water and sewer bills; maintains necessary journals, ledger and other records using on-line computer system; opens and closes accounts and records transfer of accounts; primary responsibility for data input on meter reads into computer terminal; explains City water billing, adjustment, and collection procedures to general public both verbally and in writing; see that complaints are investigated promptly and given courteous and careful consideration; makes adjustments on water bills; processes building permits, business license and other cash transactions.

**Business Licenses:** Establishes and maintains computer records of businesses needing licenses; gives information to the public regarding licensing requirements and fees; prepares and mails renewal notices annually for business licenses; receives payment of fees and issues licenses; computes penalties on unpaid licenses; posts payments to records; balances funds received to records, prepares deposits.

**Treasurer:** Assists in receiving, verifying, balancing, reconciling, and depositing City's revenue daily; assists in gathering information on cash flow and interest rates; assist in the maintenance of accurate bond records and related transactions; assists in the preparation of data for various reports covering City cash deposits and investments.

**Payroll:** Assists in the maintenance of the payroll system and employee pay records; assists in posting and distributing time and attendance records, and auditing time sheets; assists in the input of approved payroll changes and new employee information; helps prepare paychecks; assists in the distribution of paychecks and reports to various departments; assists in preparing pay records for posting to the general ledger; may prepare payroll journal vouchers; assists in the preparation of a variety of routine and special reports as necessary; assists in reviewing vouchers for payment of payroll liabilities.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Accounting Assistant I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Accounting Assistant I**

One year of clerical accounting experience, including public contact and some financial record keeping and report preparation, and a high school diploma or equivalent, supplemented by bookkeeping or accounting course work.

## **Accounting Assistant II**

In addition to the above, one year of experience equivalent to an Accounting Assistant I with the City of Burlingame, including the ability to perform the duties of at least two of the functional areas listed above.

### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

### **Knowledge of:**

Basic principles and practices of financial record keeping, compilation of reports, bookkeeping, basic financial data and reconciliation, and basic governmental accounting; standard office and administrative procedures and practices; cash handling procedures; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for accounts payable/receivable and reporting; keep accurate records; write reports and perform tracking specific to assigned department; perform cashiering duties accurately; respond to questions from the public and City personnel regarding policies and procedures for assigned area; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, and software applications, including billing and financial systems.

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ACCOUNTING ASSISTANT II A-160  
AFSCME 829 ADMINISTRATIVE UNIT  
NON-EXEMPT  
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