

JOB DESCRIPTION
Accounting Assistant I (Flex)
Accounting Assistant II
Code Number: 06013, 06012

GENERAL PURPOSE

Under general supervision, performs clerical accounting duties on a rotational basis within the Systems Processing Support, Cashiering, and Systems Processing/Accounts Payable functional areas; opens, sorts, and verifies customer payments; performs cashiering and cash balancing duties; provides data entry support for accounts payable and related financial transactions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I is the entry level class in the Accounting Assistant series. Initially under close supervision, incumbents perform a wide variety of routine accounting and utility billing support duties through active rotation in designated areas that include remittance processing, cashiering and related cash balancing duties and accounts payable and journal data entry support duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency and timing standards which meet the qualifications of the higher level.

Accounting Assistant II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Accounting Assistant I by the relative independence and standards with which duties are performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

On a rotational basis, performs clerical accounting related duties within the Systems Processing Support, Cashiering, and Systems Processing/Accounts Payable functional areas.

Serves as head cashier; prepares checks and cash for deposit; verifies, balances and summarizes daily cash transactions, including fees received, NSF checks returned, manual checks and other cash transactions affecting District bank account balances; endorses checks for deposit; prepares bank deposit slips for all payments processed;

balances workstation payment totals to bank deposit totals by batch; places bank deposits in bank bags for armored car pickup.

Operates a mail opener and extractor to open daily mail payments; sorts remittances and payments into processing batches based on workstation processing parameters; researches account records for payments received without remittance advices; prepares substitute or duplicate remittance forms or directly enters payments to customer account records after research and identification of the proper customer account via customer billing system; receives water bill payments collected by contract payment agencies along with various miscellaneous District billings; verifies cash and runs totals; follows up if cash and transmittals are out of balance; processes checks received through the remittance processing workstation.

Operates a remittance processing workstation, performing a high volume of data entry of customer account payments; researches customer account records to reconcile and ensure the accurate credit of payments for multiple services; monitors machine alarms signaling the need to manually process payments that do not meet workstation parameters; performs minor maintenance on the mail processing workstations.

Uploads records of customer payments processed from workstation computer records to the District's customer accounting system; verifies number of customer account payments being uploaded; performs backup of workstation computer records daily; generates daily work reports; researches water billing accounts relating to misapplied payments, NSF charge backs and other unusual circumstances.

Performs data entry of accounting transactions and data, including equipment timekeeping, journal report corrections, journal entries, cash receipts, and manual batches, accounts payable invoices, budget documents and other data; inputs assigned system maintenance tasks, entering new account numbers, new cost centers and appropriate account/center combinations; verifies that systems maintenance updates have been processed, researches any failures to update and determines appropriate corrective action.

Maintains a variety of files and records.

Copies, assembles and distributes financial packets.

Prepares archived materials by placing onto CD's and related devices for records retention purposes.

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

District policies, practices and procedures governing customer billing, cash receipting and related financial transactions; principles and practices of customer

service; banking processing procedures and federal banking guidelines for endorsing and encoding checks; practices, documents and terminology used in financial recordkeeping; bookkeeping and elementary accounting; standard office practices and procedures including ten key operations for data entry purposes.

Ability to:

Operate a computer using word processing, spreadsheets, databases, and other business software, on-line terminal, calculator and other standard office equipment; operate a remittance processing workstation, mail opener and extractor; perform high volume data entry of accounting and timekeeping accurately; make calculations and tabulations and review fiscal and related documents accurately and rapidly; make independent judgments within established guidelines; follow and apply written and oral instructions; generate financial records; maintain confidential information regarding employee records and District business; establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and one year of experience in performing financial or statistical recordkeeping or cashiering duties; or an equivalent combination of training and experience.

An Accounting Assistant I may be considered for advancement to Accounting Assistant II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, an Accounting Assistant I is expected to be capable of meeting the proficiency criteria within a 6-18 month period, depending on an individual's prior experience and progression in performing the full range of Accounting Assistant duties as described in the established proficiency criteria.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. Employees are frequently required to stand, walk, stoop, kneel, or bend and to frequently lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret numerical and accounting data; analyze and solve problems; make mathematical calculations; learn and apply new information and skills; perform highly detailed work with a high degree of accuracy on multiple concurrent tasks with frequent interruptions; and establish and maintain effective working relationships with District staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. When performing certain assignments, employees work in an environment in which remittance processing and other equipment operate concurrently and sound regular alarms, and the noise level is moderately noisy.

Employee performance is subject to random, periodic work monitoring and quality sampling.

FLEX REQUIREMENTS

Accounting Assistant I (Flex)

Accounting Assistant II

LENGTH OF TIME REQUIRED

An Accounting Assistant I may advance or “flex” to the Accounting Assistant II class after **6-18 months** of experience in the Accounting Assistant I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Accounting Assistant I must also demonstrate proficiency in all assignments performed in the unit, which may include preparing and processing customer checks and cash, performing data entry accounting transactions, and a wide variety of account support duties. NOTE: All hiring for Accounting Assistant positions will be at the Accounting Assistant I level.