

CITY OF BRISBANE

ACCOUNTING ASSISTANT I/II

Definition

Under general supervision, provides responsible technical and office support related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; and performs related work as required.

Class Characteristics

Accounting Assistant I is the entry-level in this accounting office support series. Initially under close supervision, incumbents with well-developed office support skills learn accounting and financial support practices and procedures. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied 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 the knowledge, skill and experience which meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

Accounting Assistant II is the experienced-level in this class series. Responsibilities include independently performing work in one or more of the following areas: accounts receivable, accounts payable, payroll or business licensing, in addition to performing a variety of customer services, record keeping, reconciliation and report preparation activities. These classes are distinguished from the general office support and secretarial class series by the technical knowledge of accounting support terminology, processes and procedures.

Examples of Duties (Illustrative Only)

- Receives mail and direct payments from the public and funds from other City departments; balances monies received and prepares receipts and bank deposits.
- Processes accounts payable; assigns purchase order and vendor numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment; enters data into the accounts payable system to produce payment.
- Reviews payroll records for completeness and accuracy; resolves problems and enters data into the payroll system to produce the City's payroll.
- Provides information to business owners regarding business license requirements and fees; processes license applications and renewals; receives and receipts payments and prepares license certificates; maintains utility billing ledgers; inputs meter readings into the system and produces billing statements.
- Posts receipts, encumbrances and expenditures to various accounts; reconciles accounts and prepares general ledger entries.
- Prepares and distributes billings for money owed to the City for fees and services.
- Answers questions, provides information regarding procedures and regulations and assists the public at a counter and over the telephone.

- Prepares and distributes payroll tax forms and 1099's on an annual basis.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Performs general office support duties such as opening and routing mail, preparing correspondence, maintaining an inventory of office supplies and stationery, and duplicating and distributing various written materials.

Qualifications

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Performing detailed accounting and financial office support work accurately and in a timely manner.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic, financial and statistical computations.
- Establishing, maintaining, and researching files.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Education:

Equivalent to graduation from high school, supplemented by course work related bookkeeping, basic accounting and/or related computer applications.

Experience:

Accounting Assistant I

One year of increasing responsible experience in performing general office support work or in processing financial documents and maintaining financial or accounting records.

Accounting Assistant II

In addition to the above, two years of experience in performing accounting and financial document processing and record keeping at a level equivalent to the City's class of Accounting Assistant I.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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Former Titles:

Abolished: