

## CITY OF BRISBANE

### SENIOR ACCOUNTING ASSISTANT

#### **Definition**

Under general supervision of the Finance Director, provides difficult and complex technical and office support related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; oversees the City's payroll process; may provide day-to-day or project direction to a small staff; and performs related work as required.

#### **Class Characteristics**

This is the advanced journey-level/specialist single position support class. Responsibilities include oversight of the payroll function as well as performing complex and difficult 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. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required. Lead direction of staff may be required on a project or day-to-day basis.

#### **Examples of Duties** (Illustrative Only)

- Performs complex and difficult accounting and financial support work within programmatic and procedural guidelines.
- Oversees the payroll process; ensures that data submitted and payments made are correct; prepares tax, insurance and other payments.
- Prepares and distributes payroll tax forms and 1099's on an annual basis.
- Researches a variety of reports, records and documents to reconcile ledgers and journals and to produce a variety of specialized reports; may develop report formats and utilize varied databases.
- Directs the work of a small staff on a project or day-to-day basis; trains staff in work procedures.
- Answers questions, addresses issues, provides information regarding complex and technical procedures and regulations to employees, vendors, contractors, the public and others.
- 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.
- Provides information to business owners regarding business license requirements and fees; processes license applications and renewals; receives and receipts payments and prepares license certificates; enters appropriate data into the financial system.
- 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.
- Records and verifies a variety of complex financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.

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- Enters and retrieves information using word processing, spreadsheet and database software.
- Performs general office support duties, as required

**Qualifications**

**Knowledge of:**

- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles and practices of auditing and reconciling a variety of financial documents and records.
- Public agency payroll principles and practices.
- Basic supervisory principles and practices.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing , spreadsheet and database 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:**

- Overseeing and personally processing the payroll system.
- Performing difficult, complex and technical accounting and financial office support work accurately and in a timely manner.
- Directing the work of others and training others in work procedures.
- Interpreting, applying and explaining complex 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 policy and procedural guidelines.
- Organizing 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:**

Equivalent to completion of two years of college or possession of an Associate of Arts degree in accounting, bookkeeping, business or a field related to the work and three years of experience in

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performing accounting and financial document processing and record keeping. Additional experience as described above may be substituted for the education on a year-for-year basis.

**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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