

TITLE: ACCOUNTING ASSISTANT

CODE: 12241

GENERAL DESCRIPTION:

This is highly responsible technical accounting work at the full performance level involving the execution of accounting actions and the maintenance of complex financial records in support of a financial administrator or major component of the District's accounting system.

Work involves responsibility for timely and accurate execution of transactions or transfers, for maintenance of expenditure or revenue accounting records, and for maintaining information in confidence. Duties include analyzing financial information, compiling reports and recording a wide variety of financial actions and documentation. This position also has the responsibility for making basic technical accounting decisions in accordance with established procedures. This work requires that the employee have thorough knowledge, skill and ability in the maintenance of financial records and the analysis of basic accounting information.

SUPERVISION RECEIVED:

Works under the general supervision of a Manager or Administrator in the Finance Function.

EXAMPLES OF DUTIES:

Maintains a variety of accounting records. Compiles and enters accounting information into records. Verifies and balances records and keeps them up-to-date and in confidence, as required.

Carries out a cash management program, employee benefits processing or preparation and auditing of accounting data and records, as assigned. Analyzes or verifies information, develops recommendations and carries out transactions or transfers.

Coordinates financial programs, procedures and actions with banks, vendors, governmental agencies, and District staff.

Prepares routine accounting reports. Investigates assigned problems and compiles information into special reports.

Enters and retrieves data using a personal computer and a computer terminal. Operates accounting programs on a computer, as assigned.

Performs typing, data input, filing, reception, and scheduling tasks, as assigned.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of account clerical principles and practices as applied to a multi-service regional utility.

Thorough knowledge of general office procedures.

Considerable knowledge of the operations of standard office machines, a computer terminal and personal computer.

Considerable knowledge of business English.

Good skill in keyboard operations for data input and typing.

Considerable ability in oral communications and good ability in written communications.

Considerable ability to follow oral and written instructions. Thorough ability to perform administrative procedures.

Thorough ability to learn the operations of the assigned department and of accounting software packages.

Thorough ability to maintain information in confidence.

Considerable ability to establish and maintain effective working relationships with coworkers, banks and vendors.

QUALIFICATIONS:

An associate's degree from a recognized college in accounting or business administration plus four years of progressively responsible clerical or technical accounting experience or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.