

ACCOUNTING ASSISTANT

Definition

Under minimal supervision, perform a variety of difficult and highly varied technical work primarily of a fiscal nature including accounts payable, accounts receivable, payroll, and business license. This position has primary responsibility for dealing with the public, both in person and over the phone. This position receives instructions that are complex and technical in nature, and carries them out with a minimum of supervision.

Example of Duties

Audit accounts payable and payroll documents for accuracy and compliance with City policies and procedures; update the employee database with benefit deduction changes, salary adjustments, and address changes; maintain employee retirement website for accuracy and completeness; act as initial point of contact, both at the counter and over the telephone, with the public and other employees; accept, reconcile, and receipt payments for all revenues, including building and planning via Permits Plus; initiate accounts receivable collections; process dog licenses and renewals; maintain filing system; maintain office supplies; perform other technical responsibilities as assigned.

Employment Standards

Education and Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Any combination equivalent to graduation from high school and three years of progressively responsible experience in maintaining financial records, including accounts payable, accounts receivable, payroll, and business license.

Knowledge and Abilities

Knowledge of: modern office methods and equipment, computer software, financial recordkeeping procedures including experience in at least one of the following areas: accounts payable, accounts receivable, payroll, and business license; use of independent judgement and ability to communicate clearly both orally and in writing; work effectively with the public, both in person and by telephone; ability to prioritize work as changing needs dictate; ability to receive, reconcile, and receipt cash, checks, and credit cards.