



JOB DESCRIPTION

ACCOUNTING ASSISTANT

DEFINITION

Under direct supervision, to perform a variety of general accounting and clerical functions including the following: assist in the processing and filing of Accounts Payable invoices and checks; assist with monthly processing of General Ledger journal entries; assist with data entry for purchasing; distribution of bid packets; maintain files and a variety of department records; and provide support to finance department as needed.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- Matching of documents and data coding of vendor invoices for data entry. (E-M)
- Prepare routine monthly bank reconciliations. (E)
- Perform accurate data entry on a variety of accounting, billing, and other computer programs involving numeric and text entry. (E-M)
- Investigate and resolve invoice discrepancies by contacting vendors and/or City personnel. (E)
- Assist with the analysis of accounting records and prepare a variety of routine journal entries in good order. (E)
- Compile data for a variety of periodic reports for governmental agencies. (E)
- Compile documentation for fixed asset records. (E)
- Accurately file purchasing, accounts payable, and general accounting records and documents. (E)
- Perform daily cash reconciliation. (E)
- Perform job costing tasks. (E)
- Perform various duties in the absence of Accounts Payable Specialist. (E)
- Assist the Purchasing Department with data entry, clerical, and support duties. (E)
- Perform other duties and support as assigned. (E)

QUALIFICATIONS

Knowledge of:

- General accounting principles including, account reconciliation and journal entry preparation.
- Cost accounting.
- Computer operations.
- Modern office practices, procedures, equipment and standard clerical techniques.
- Microsoft Excel or comparable spreadsheet program.

Ability to:

- Perform arithmetic and mathematical calculations rapidly and accurately (i.e. fractions, percentages, and pro-rations).
- Understand and carry out oral and written instructions.
- Work under pressure to meet established deadlines.
- Operate office and mailroom equipment.
- Operate ten key by touch.
- Perform data entry for extended periods of time.
- Maintain harmonious and cooperative working relationships with other City employees and the public.
- Lift up to 40 pounds.

Experience:

One to two years of related experience in a computerized accounting environment. Full-charge bookkeeper and accounts payable experience preferred.

Education:

Graduation from High School or GED. Additional college level coursework in business, accounting, computer science, or a closely related field preferred.

Necessary Special Requirement:

Possession of a valid Class C California Driver's License.

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