



CITY OF ALBANY ACCOUNTING ASSISTANT

Under general supervision, performs a variety of accounting clerical duties involving financial record keeping and generating, collecting, processing and recording City revenue; prepares, processes, maintains, and verifies accounting documents and records; performs data entry for accounting transactions; performs general administrative and clerical duties and reception functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

Class Characteristics

This job class functions at the journey level of job performance responsible for performing a variety of clerical accounting duties including the full scope of financial record keeping transactions and collecting, processing, and recording City revenue. Incumbents are fully competent to perform duties with some independence. Work is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. The Accounting Assistant is distinguished from the Accounting Technician in that the latter is responsible for performing technical accounting functions within the Finance Department.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of accounting clerical duties involving financial record keeping and generating, collecting, processing and recording City revenue.
- Performs a variety of general clerical duties including typing, maintaining files and records and performing data entry and retrieval of financial information using a computer terminal.
- Provides customer service at the counter; assists customers with accounting and billing related issues; collects and records payments, including receiving payments by cash, credit card, and check; issues appropriate receipts.
- Receives telephone calls, faxes, e-mails, and visits from residents and others seeking information, assistance, and service; responds by providing both general and technical information; assists in troubleshooting and solving problems; prepares, processes, maintains, and verifies accounting documents and records, determines resource requirements and levels of urgency, and prioritizes services; edits and proofreads documents.
- Operates a personal computer, fax, copier, calculator, other office machines, phone system, and two-way radio; receives and sends e-mail and voice-mail messages; produces correspondence, memos, flyers, rosters, forms, and records; maintains electronic and hard copy financial file systems for the Department.
- Provides administrative and clerical support to department management and other staff.
- Inputs and updates information in multiple database systems; maintains statistical and financial records and logs; performs data entry for accounting transactions.
- Oversees the coding and approval of invoices; purchases and maintain supplies and equipment; receive checks, records transactions, controls petty cash, and prepares bills, claims, and other financial reports.

- Reviews invoices and interacts with customers regarding billing.
- Receives, distributes, and sends shipments and mail.
- Performs related duties as assigned.

Knowledge of:

- Basic accounting principles and procedures.
- Principles and practices of high-quality customer service.
- File management and record keeping systems.
- Communication systems including telephone equipment.
- City government, department, and division organization, functions, services, policies and procedures, and relevant technical and topical information.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Arithmetic and basic accounting calculations and computations.
- Basic methods, principles and practices of financial and statistical record-keeping.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Perform a variety of accounting clerical duties.
- Perform general administrative and clerical work involving independent judgment and requiring speed and accuracy.
- Maintain effective records management and filing systems.
- Understand, organize, and reference a wide variety of information and records.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Learn and understand City, department, and division structure, organization, functions, services, policies, procedures, and relevant technical and topical information.
- Read and write English at a sufficient level for successful job performance.
- Speak and enunciate English accurately and in an understandable manner.
- Perform arithmetic and basic accounting calculations and computations.
- Perform a variety of financial support duties.
- Understand and carry out both oral and written directions in an independent manner.
- Make basic arithmetic and accounting computations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade, supplemented by college level course work in accounting, bookkeeping, or a related field, typing courses, office and two years of increasingly responsible, broad and varied administrative and clerical experience.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects of light to moderate weight with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.