

JOB DESCRIPTION

City of Patterson



Human Resources

ACCOUNTING ASSISTANT

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, the Accounting Assistant performs a variety of moderately difficult clerical accounting duties in the preparation, maintenance, review and processing of financial and statistical records relative to accounts payable, accounts receivable, and/or payroll; performs a wide variety of general clerical duties; assists with research and data compilation; greets the public, accepts and records payments, provides information on City policies, procedures and services, processes cash receipts per established procedures; and performs related work as required and assigned.

The Accounting Assistant is distinguished from the Senior Accounting Assistant that performs a wide range of detailed and complex clerical accounting and customer service duties of greater complexity requiring a higher level of specialized knowledge, skills and independent judgment; and that may provide direction and guidance to less-experienced accounting staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Accountant and/or the Revenue and Utility Billing Manager and may receive guidance from a Senior Accounting Assistant.

This position does not routinely exercise supervision of others.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Gathers, assembles, tabulates, checks and files financial and statistical data.

Receives and processes payments for various permits, licenses, and other City fees and all cash receipts; prepares and issues receipts, balances money received and submits for further processing.

Makes accurate arithmetical calculations, computes bills for utility services.

Computes, verifies and reconciles figures on computer printouts, purchase orders, invoices, time reports and forms.

Assists the public over the phone or at the counter; provides information on departmental policies, procedures and

services; responds to inquiries from vendors related to invoices.

Processes delinquent accounts; inputs and posts data to computer records

Records, disburses, reconciles and replenishes the Petty Cash Fund, per established procedures.

Prepares billings and related correspondence for Accounts Receivable.

Participates in the preparation of accounts payable, accounts receivable as well as control and account verification of an accounting system.

Opens and closes utility billing accounts; and maintains various ledgers, registers and journals according to established account classifications.

Effectively operates a variety of standard office equipment, including computers, calculators and typewriters

Performs a variety of general clerical duties including data entry, typing correspondence and documents; and maintaining files and records.

Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern office practices and procedures; terminology used in financial record keeping; basic financial record keeping and reporting methods; personal computer operations and word processing and spreadsheet applications; common accounting forms; business mathematics; and basic customer service skills.

Ability to: Exercise discretion and confidentiality; understand and apply oral and written directions; learn and effectively use the City's automated accounting systems and related software applications; maintain attention to detail; prioritize and complete work assignments in a timely manner within an work environment of frequent interruptions; make arithmetical calculations with speed and accuracy; validate and ensure the accuracy of fiscal information and data; research, analyze and interpret statistical data; prepare grammatically correct correspondence; maintain a wide variety of financial records and files; quickly and accurately operate a personal computer, calculator and other standard office equipment; work courteously and effectively with the general public; communicate effectively verbally and in writing; spell correctly and use proper English; and establish and maintain cooperative working relationships with City staff and the general public. Ability to speak and understand Spanish is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required

knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: Two (2) years of clerical accounting experience, including the preparation and maintenance of financial records.

License or Certificate: Possession of a valid California Class C driver's license.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; interpret and explain department policies and procedures.

Physical Requirements: Position requires sitting, standing, walking, reaching twisting, turning, kneeling, bending, grasping and repetitive hand movements in the performance of daily activities. The position also requires a full range of vision and the ability to hear and speak for performance of detailed duties and provision of customer service on the phone and at the counter.

Environmental Conditions: Work is performed in a standard office environment.

FLSA Status: Non-Exempt

Revised: June 2018

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(formerly Account Clerk)