



CITY OF CALEXICO

CLASS TITLE: ACCOUNTING ASSISTANT I

MONTHLY SALARY: \$3,314 - \$4,028 RANGE: 23GX-15

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, bank deposits, and water and business license billing; process, monitor and record related transactions; prepare and maintain various financial records and reports.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant I is the entry-level classification in the series. Incumbents work under general supervision while performing clerical accounting duties in support of assigned City accounts and functions. The Accounting Assistant II is the experienced-level classification in the series. Incumbents work independently and provide complex clerical support for various accounts and functions such as accounts payable and accounts receivable.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, bank deposits, and water and license billing; process and verify various financial forms and documents; review accounts for errors and make needed adjustments.

Receive, review and verify a variety of accounting information; calculate and verify accuracy of incoming and outgoing payments; prepare and process a variety of financial forms and documents such as payments, deposits, purchase orders, billings and claims.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data such as income, expenditures and transfers; review, adjust and assure accuracy of ledgers and journal entries; verify, balance and adjust accounts; review data for accuracy and completeness.

Research, compile, prepare and revise accounting data; prepare and maintain a variety of financial and statistical records and files related to accounts, income, expenditures, bills, cash, transactions and assigned activities.

Serve as an informational resource to City personnel, outside agencies and the public concerning

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assigned accounting functions; respond to inquiries and provide information concerning related accounts, transactions, data, records, practices, policies and procedures.

Receive, prepare, process, sort, code and file purchase orders, claims, demands and invoices as assigned; prepare invoices for payment; process checks as required; verify and assure accuracy of invoices and purchase orders and match with appropriate documents.

Process accounts receivable as required; receive, process and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required.

Review and process business licenses as assigned by the position; review, input and assign account numbers to business licenses; advise customers concerning business license requirements and procedures; arrange for business license billings; open new utility accounts as needed.

Input a variety of accounting data into an assigned computer system; maintain automated financial records; initiate queries and generate a variety of computerized lists and reports; verify accuracy of input and output data.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; receive, screen and route telephone calls as assigned.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Prepare, distribute and respond to a variety of correspondence related to assigned accounting functions; duplicate and distribute materials as needed; receive, sort and distribute mail as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods, procedures and terminology used in clerical accounting work.
- Basic financial and statistical record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Data control procedures and data entry operations.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

ABILITY TO:

- Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, bank deposits, and water and business license billing.
- Compare numbers and detect errors efficiently.

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Maintain accurate financial and statistical records and prepare routine reports.
Process and record accounting transactions accurately.
Assemble, organize and prepare data for records and reports.
Verify, balance and adjust accounts.
Operate standard office equipment including a computer and assigned software.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.