



CITY OF CALEXICO

CLASS TITLE: ACCOUNTING ASSISTANT II

MONTHLY: \$3,314 - \$4,028

RANGE: G-17

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable; process, monitor and record related transactions; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable; process and verify various financial forms and documents; audit accounts for errors and make appropriate adjustments.

Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check, code and post a variety of financial and statistical data such as income and expenditures; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts.

Receive, review and assure accuracy of 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, requisitions and billings.

Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, tax, audits 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.

Process accounts payable as assigned; receive, process, prepare and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; generate payments and assure purchases comply with established limitations.

Process accounts receivable as assigned; collect, receive, process and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare, reconcile and make bank deposits; prepare and follow up on invoices and billings as directed.

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

Distribute, collect, audit and evaluate various fiscal forms, documents and applications; compare and reconcile various forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; review data for accuracy and completeness; make corrections as needed.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

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

Train and provide work direction and guidance to designated personnel as assigned.

Review and process business licenses and open new utility accounts as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Modern office practices, procedures and equipment.

Use and processing of invoices, purchase orders and related documents.

Data control procedures and data entry operations.

Preparation, review and control of assigned accounts.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable.

Maintain accurate financial and statistical records.

Verify, balance, reconcile and adjust accounts.

Prepare and evaluate comprehensive accounting reports.

Receive, review, verify and process invoices and purchase orders as assigned.

Process and record accounting transactions accurately.

Identify, investigate and resolve financial errors and discrepancies.

Assemble, organize and prepare data for records and reports.

Compare numbers and detect errors efficiently.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Make arithmetic computations with speed and accuracy.

Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years 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.