

FLSA: NON-EXEMPT

**CITY OF CLOVERDALE**  
**ACCOUNTING ASSISTANT I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, learns to perform and performs a variety of clerical and technical accounting duties which, depending upon the assigned duties, may include accounts payable, accounts receivable, billing, cashiering, utility accounts, payroll, business license and general accounting duties; provides customer service in person, via e-mail or other electronic means, and by telephone; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

Accounting Assistant I

The Accounting Assistant I is the entry level class in the Accounting Assistant series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is distinguished from the next higher classification of Accounting Assistant II in that the latter independently performs the full scope of assigned duties under general supervision.

Accounting Assistant II

The Accounting Assistant II is a journey level classification in which incumbents are expected to perform the full scope of assigned duties, including accounts payable, accounts receivable, utility billing, payroll and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required. This classification is distinguished from the next higher classification of Accountant in that the latter is responsible for the professional accounting duties and supervision duties within the Finance Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Accountant Analyst and/or Finance & Accounting Manager. Incumbents do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS (include but are not limited to the following):**

- Performs a variety of clerical and technical accounting duties which, depending upon the area of assignment, may include accounts payable, accounts receivable, utility accounts, and general accounting duties; provides customer service in person, via e-mail or other electronic means, and by telephone; performs cashiering duties.
- Handles accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; processes invoices; receives departmental approval; enters all pertinent information into the City's computer system; generates, prints and mails checks for payment; files and maintains copies of checks with invoice backups; creates various accounts payable reports.
- Receives utility and permit payments and fees, issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds.
- May act in the role of receptionist; answers and routes calls as appropriate; receives the public at the front counter; answers questions and processes requests; assists in sorting and processing mail; maintains a variety of records and files.
- Prepares accounts receivable, including data gathering, invoicing and customer follow-up; receives and posts payments for utility billing and other various fees; handles all collection efforts.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS (Minimal qualifications necessary for entry into the classification):**

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accounting Assistant I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Accounting Assistant I

One year of clerical experience, including public contact and some financial record keeping and report preparation, and a high school diploma or equivalent.

Accounting Assistant II

In addition to the above, two years of general clerical experience equivalent to that of an Accounting Assistant I in the City of Cloverdale. College level course work in accounting, bookkeeping or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)

Knowledge of:

Modern principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting; standard office and administrative procedures and practices; bank deposits and cash handling procedures; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office practices, methods and equipment, including a computer and applicable software; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for accounts payable/receivable and reporting; keep accurate records; write reports and perform tracking specific to assigned department; accurately perform cashiering duties; respond to questions from the public and City personnel regarding policies and procedures for assigned area; quickly and accurately perform mathematical calculations; interpret, explain, and apply applicable laws, codes, and regulations; accurately read, interpret and record data; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and verbal directions; observe safety principles and work in a safe

manner; effectively communicate, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of applicable word processing, spreadsheet, and other software applications, including billing and financial systems.