CITY OF ST. HELENA

ACCOUNTING ASSISTANT I/II/III

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 prepare and prepares, processes, maintains and verifies purchasing, financial and accounting documents and records; provides customer services in person and by telephone; performs cashiering duties; may perform general office support duties within a department, including typing, record keeping and creation of forms; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant I
The Accounting Assistant I is the entry level class in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Accounting Assistant II
The Accounting Assistant II is the journey level class in which incumbents are expected to perform the full scope of financial record keeping transactions, payroll, accounts payable, customer service functions 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 Accounting Assistant III in that the latter is responsible for the more advanced duties within the department.

Accounting Assistant III
The Accounting Assistant III is the advanced journey level class in which incumbents are expected to perform the complex and advanced financial record keeping transactions, payroll, accounts payable, customer service functions and related support duties. This classification is distinguished from the next higher classification of Accounting Technician in that the latter is responsible for the more complex and difficult technical duties within the department and serve as leads over assigned support staff.
UPERVISION RECEIVED/EXERCISED:

**Accounting Assistant I**  
Receives immediate supervision from the Director of Finance/Treasurer or the Director of Library Services. Incumbents in this classification do not routinely exercise supervision.

**Accounting Assistant II**  
Receives general supervision from the Director of Finance/Treasurer or the Director of Library Services. May exercise technical and functional supervision over assigned staff.

**Accounting Assistant III**  
Receives direction from the Director of Finance/Treasurer or the Director of Library Services. May exercise technical and functional supervision over assigned staff.

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

- Prepares, processes, maintains and verifies purchasing, financial and accounting documents and records; performs accounting and financial office support work in areas such as departmental payroll, cashiering, accounts receivable and payable, utility billing, fixed assets and business licenses; provides information to the public and City staff requiring the use of judgment and the interpretation of a variety of policies, rules and procedures; receives, stamps and distributes incoming mail; processes outgoing mail.

- Collects timesheets, inputs approved payroll changes, prints and reviews payroll register reports and prints and distributes checks; distributes new employee packets, explains benefits and complete Worker’s Compensation forms as needed.

- Receives payments, issues receipts, balances cash and prepares bank deposits; performs data entry and posts receipts to various City accounts and funds; operates cash register, acts as front counter staff or fills in at the Circulation desk when needed; receives the public, answers questions and processes requests; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

- Maintains and files various documents and records, including personnel files; may perform a variety of general office support functions, including typing, record keeping, proofreading and forms and report generation; prepares financial, statistical or operational reports as assigned.

- Reconciles invoices and related documentation and prepares accounts payable for payment; inputs expenditure activity into the automated financial system; prepares and distributes forms; answers questions from departments and vendors regarding payment status for invoices; prepares accounts receivable billings and reconciliation; verifies incoming revenue from various City departments and other agencies; prepares bank deposits.

- Processes all business license and home occupation permit requests; maintains posting of payments; mails renewals and past due notices; prepares monthly business license income reports.

- Inventories, orders and restocks supplies, including library and office supplies; prepares council or board of trustee packets.
Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. 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 is also required.

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

QUALIFICATIONS:  (The following are 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/III. A typical way of obtaining the required qualifications is to possess the equivalent of:

Accounting Assistant I

None.

Accounting Assistant II

In addition to the above, two years of general clerical experience, including financial or statistical record keeping, cashiering or payroll equivalent to that of an Accounting Assistant I in the City of St. Helena.

Accounting Assistant III

In addition to the above, two years of experience equivalent to that of an Accounting Assistant II in the City of St. Helena.

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, II and III levels.)

Knowledge of:

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

Ability to:

Prepare, maintain and reconcile various financial, accounting and statistical records; keep accurate records; perform cashiering duties accurately; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; 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 oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

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