

CITY OF SIMI VALLEY

ACCOUNTING ASSISTANT I ACCOUNTING ASSISTANT II

*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.*

SUMMARY DESCRIPTION

Under supervision (Accounting Assistant I) or general supervision (Accounting Assistant II), performs a variety of accounting clerical duties involving financial record keeping and generating, collecting, processing and recording City revenue; processes purchase orders and health insurance billings; and performs a variety of clerical tasks relative to assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I – This is the entry-level class in the Accounting Assistant series. This class is distinguished from the Accounting Assistant II by the performance of the more routine tasks and duties assigned to positions within the series including reviewing invoices and performing data entry functions. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Accounting Assistant II – This is the full journey level class within the Accounting Assistant series. Employees within this class are distinguished from the Accounting Assistant I by the performance of the full range of duties as assigned including processing purchase orders and health insurance billings. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of accounting clerical duties involving financial record keeping and generating, collecting, processing and recording City revenue.
2. Perform a variety of general clerical duties including typing, maintaining files and records and performing data entry and retrieval of financial information using a computer terminal.
3. Review and verify invoices; enter invoice amounts into computer system; type, log, copy, file and disperse payments.
4. Process purchase orders and enter information into computer; assign capital asset numbers to all capital purchases; coordinate purchasing functions with other divisions; follow up on orders and back orders; maintain contact with vendors.

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5. Prepare and review purchase requisitions and contracts; verify compliance with City purchasing policies and procedures; ensure invoices comply with contract terms; resolve purchasing issues.
6. Participate in preparing and reviewing invoices for assigned accounts; audit invoices for accuracy; authorize payments in accordance with approved purchase orders; maintain record of payments received.
7. Create and set-up files for new vendors in the City's financial system; make changes to existing vendor files; contact vendors regarding follow-up questions as necessary.
8. As assigned, prepare and solicit open market bid quotes; monitor the schedule of bid openings and maintain adequate files; forward copies of bids to appropriate departments; respond to public inquiries regarding bids; attend bid openings as necessary.
9. Receive and reconcile health insurance billings; generate computer reports; prepare correspondence; process payments and enter information into computer; distribute checks as appropriate; provide assistance to employees on the resolution of health insurance problems.
10. File tax forms; process deposits.
11. Process all City monies through cash register; count customer service cash drawers each morning and evening; reconcile daily cash totals; deposit monies in vault.
12. Participate in preparing and processing payroll; calculate retroactive payments due to employees.
13. Maintain office supplies; receive requests for supplies from other divisions; locate affordable prices; approve orders; order and distribute supplies.
14. Open, process, sort and post mail; prepare bills for mailing including sorting, organizing and bundling.
15. Prepare monthly, quarterly, and yearly reports as necessary.
16. Maintain and balance petty cash fund.
17. Perform a variety of support functions for assigned area including monitoring postage rates, UPS and Federal Express changes; replenish postage meters as necessary.
18. Act as receptionist; receive, screen and direct calls; provide information related to area of assignment as necessary.
19. Set-up travel arrangements for assigned staff; process travel arrangements for approval; reconcile expenses upon completion of trip.
20. Receive, review and log employee expense reports; prepare and distribute reimbursement checks.
21. As needed, assist in budget preparation, analysis and
22. Assist with yearly inventory for assigned area as necessary.
23. Provide support to other divisions as required.
24. Monitor outstanding accounts receivable; research accounts as needed.

25. Attend and participate in support staff group meetings as required.
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic accounting principles.
- Basic principles of customer service.
- Basic mathematical principles.
- Basic methods and techniques of data collection, research and analysis.
- Basic principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of financial record keeping and reporting.
- Principles and procedures of record keeping.
- Principles and procedures of procurement.
- Methods and techniques of cash handling.
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform a variety of accounting clerical duties.
- Perform a variety of administrative duties.
- Prepare and process purchase orders.
- Maintain and order office supplies.
- Operate a multi-line telephone system and transfer calls to appropriate personnel.
- Operate a cash register.
- Prepare customer service related billing.
- Maintain a variety of financial records and files.
- Operate office equipment including computers and supporting software
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Perform typing, filing and other clerical duties at a speed necessary for successful job performance.
- Work independently in the absence of supervision.
- Maintain tact and courtesy in high stress environments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Accounting Assistant I

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, bookkeeping or a related field.

Experience:

One year of accounting clerical experience is desirable.

Accounting Assistant II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, bookkeeping or a related field.

Experience:

One year of experience comparable to an Accounting Assistant I with the City of Simi Valley.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; work at a centralized public counter; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; light lifting and carrying; operate office equipment including extensive use of a computer keyboard and 10-key calculator.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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