

CITY OF BIG BEAR LAKE

ACCOUNTING ASSISTANT I/II

*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 perform and performs a variety of clerical and routine accounting duties, including paying invoices and preparing check register requests; assists the public at the counter and routes incoming phone calls; may receive payments for fees and licenses; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant I

The **Accounting Assistant I** is the entry-level classification 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 distinguished from the next higher class of Accounting Assistant II which works more independently and has a better understanding of procedures.

Accounting Assistant II

The **Accounting Assistant II** is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned 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 Technician in that the latter is responsible for the more advanced para-professional technical duties.

SUPERVISION RECEIVED/EXERCISED:

Accounting Assistant I

Receives immediate supervision from administrative and/or management staff of assigned department. Incumbents in this class do not routinely exercise supervision.

Accounting Assistant II

Receives general supervision from administrative and/or management staff of assigned department. Incumbents may exercise technical and functional supervision over assigned staff.

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

- Learns to perform and performs a variety of clerical and support accounting duties, including paying invoices and preparing Counter Checks for departments.

- Researches and resolves issues relating to invoices and payments by communicating with department personnel and/or vendors.
- Receives the public at the front counter; answers the central telephone switchboard for the City; answers and routes calls as appropriate; answers questions and processes requests; sorts and processes mail; maintains a variety of records and files.
- Maintains accounts payable records and databases; prepares and inputs check requests; sorts and routes requests to appropriate departments.
- Prepares sales and use tax quarterly reports for submission to the State; maintains all 1099 forms and files.
- Receives payments for Business License applications, permit fees and other fees; enters information into the accounting system; assembles cash receipts, related documents and paperwork.
- Establishes 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: *(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**. 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, including accounts payable, report preparation and cashiering duties equivalent to that of an Accounting Assistant I in the City of Big Bear Lake.

License/Certificate:

Possession of 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, bookkeeping, and basic governmental accounting; standard office and administrative procedures and practices; cash handling procedures; 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 practices, methods and 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 accounts payable and other financial reports; keep accurate records; perform cashiering duties accurately; respond to questions from the public and City personnel regarding policies and procedures; 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; deal successfully with the public, in person and over the phone; 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.