



Title: Senior Accounting Assistant
Type: Regular
Pay Range: G/145

Department: Finance
FLSA Status: Non-Exempt
Revised: 06/2019

DEFINITION

Under direction, leads, oversees, and participates in advanced technical-level accounting activities as a para-professional in the areas of accounts receivable and accounts payable; prepares various state and federal reports; and assists other departments with finance-related matters. The Senior Accounting Assistant is an advanced, journey-level classification expected to perform complex accounting duties including financial record keeping transactions and accounts receivable billings.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Manager and general supervision from the Administrative Services/Finance Director.

May exercise technical and functional supervision over less experienced accounting and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Prepare, process, maintain, and verify purchasing, financial, and accounting documents and records; perform accounting and financial office support work in areas such as accounts receivable, accounts payable, and fixed assets; provide information to Town staff on departmental policies and procedures.
- Prepare year end 1099's.
- Manage the process for billing of grant reimbursements, Airport accounts, and garage billable services.
- Prepare and balance the daily cash receipt deposits and make the deposits.
- Process accounts payable including but not limited to, reviewing and proofing all invoices, sending them to departments for approval; processing code changes, processing ACH payments, printing checks and stubs; post checks and generate applicable reports.
- Prepare various tax payments and reconcile trust accounts.
- Interpret and enforce Town policies and procedures; make recommendations on procedural changes for efficiency.
- Identify, recommend, and implement improvements to the Town's administrative and financial internal control systems and procedures to ensure audit compliance.
- Manage the issuance of fuel cards and credit cards.
- Process travel requests and issue travel reimbursements in accordance with the Town's Travel Policy.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws regulating the financial administration of municipal government.
- Municipal accounting system requirements and procedures.
- Generally accepted accounting and bookkeeping principles and procedures.
- Basic statistical procedures and mathematical concepts.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Analyze and resolve varied accounting office administrative problems.
- Prepare, maintain, and reconcile various accounting, statistical, and numerical records with a high level of accuracy.
- Exercise initiative and sound independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform mathematical calculations quickly and accurately;
- Work independently and as part of a team;
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply administrative and departmental policies, laws, and regulations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible finance experience in a municipal government setting.

Education:

High school diploma or equivalent supplemented by college-level course work in accounting, bookkeeping, or a related field.

License or Certificate:

Possession of, or ability to obtain within the state required time frame, a valid California Class C driver's license with an acceptable driving record. Must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Vision adequate to operate vehicles and office equipment, read instructions, and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. While performing the duties of this job the employee is frequently required to stand, walk, sit, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment, and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.