



## **SENIOR ACCOUNTING ASSISTANT**

Salary Range: G/145

### **DEFINITION**

Under direction, leads, oversees, and participates in advanced technical-level accounting activities as a para-professional in the area of payroll; prepares various State and Federal reports and assists other departments with finance related matters and accounts payable; maintains confidentiality of payroll information. The Senior Accounting Assistant is the advanced journey-level class expected to perform the more complex accounting duties, including financial record keeping transactions and assist in the preparation of budgets, analysis, and reports and performs other related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Manager and/or the Finance Director.

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Prepares, processes, maintains, and verifies purchasing, financial and accounting documents and records; performs accounting and financial office support work in areas such as payroll, cashiering, accounts receivable and payable, fixed assets, and business tax; provides information to the public and Town staff requiring the use of judgment and the interpretation of a variety of policies, rules, and procedures.
- Collects timesheets, audits and verifies time cards, inputs approved payroll changes, prints and reviews payroll register reports and prints and distributes checks, maintains confidentiality of information, maintains records of appropriate accruals; prepares supporting reports and payments to various taxing, financial, insurance and retirement organizations.
- Enters changes to payroll and benefit tables in the payroll system; coordinates payroll and benefit activities with Human Resources.
- Manage and reconcile all Town capital projects expenditures and revenues and assist with grant reimbursement requests.
- Responsible for processing accounts payable. Including but not limited to, reviewing and proofing all invoices, sending them to departments for approval; processing code changes, print check, and stubs; posting checks and generating reports.

- Prepares various tax payments and reconciles trust accounts.
- When assigned, or in the absence of lower level staff, performs all related duties as required in the areas of accounts payable and accounts receivable.
- Prepares statistical and analytical studies and reports, reconciles a variety of accounts including the trust funds and unclaimed property.
- Conducts special fiscal projects and assignments.
- Interprets and enforces Town policies and procedures; makes recommendations on procedural changes for efficiency.
- Identify, recommend and implement improvements to the Town's administrative and financial internal control systems and procedures and insure audit compliance.
- Master at least two of the three main functions in the Finance Department, ie revenue, accounts payable, and payroll.
- 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 and their application to payroll and basic accounting transactions.
- Federal and State payroll tax reporting requirements.
- Basic statistical procedures and mathematical concepts.
- Financial policies and procedures of the Town.
- Modern office practices, procedures, methods and equipment.

### Ability to:

- Analyzing and resolving varied accounting office administrative problems
- Preparing, maintaining and reconciling various accounting, statistical and numerical records.
- Performing detailed accounting office support work accurately.
- Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents
- Exercising initiative and sound independent judgment within established guidelines
- Establishing and maintaining 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;
- Financial document processing and record keeping, bookkeeping and basic governmental accounting.

- 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 experience in municipal finance in multiple functions (payroll, accounts payable, revenue collection).

Training:

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, an appropriate, valid California driver license.

**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. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.