

SENIOR ACCOUNTING ASSISTANT

DEFINITION

To organize, assign and review the work of assigned staff engaged in financial and accounting office support duties; to perform complex clerical support accounting and financial duties requiring specialized knowledge; and to provide highly responsible clerical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the accounting clerical Accounting Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing a mixture of accrual accounting, staff administration and specialized financial duties and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned accounting clerical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of a variety of financial and accounting office support duties.

Develop schedules, including billing and meter reading schedules, and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Assist with coordination of clerical staff training; works with employees to correct deficiencies.

Make computer entries, recording a variety of accounting transactions in various ledgers and accounts; gather data and prepare financial statements and balances for various state and federal financial reports; analyze past expenditures, project economic trends and estimate revenues.

Administer and account for special revenues and restricted fund monies to ensure that provisions are adhered to; maintain ledgers and provide support for auditor's review.

Oversee meter reading tracking for all meters that the City owns; create monthly meter reading schedule for the Meter Reading Department; adjust schedule for the correct number of billing days allowed; perform daily edits to meter reading reports to identify variances and missed readings; create re-read service orders.

Process monthly Utility Billing for the City including residential, commercial customers for electric, water, sewer and storm drain services; prepare and enter utility billing adjustments based on customer requests or re-read findings; create, review and implement annual seasonal sewer adjustments for residential customers; prepare, approve and process credit balance and utility deposit refunds after verification. Create, prepare and process electric and water meter change-outs service orders; track monthly water hydrant and solar readings for billing and create annual true up cost adjustments.

Create, calculate, review and verify journal and postings for monthly, annual, final and adjusted billings; create sewer adjustments for residential customers after final billings.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Government accounting principles, financial record keeping processes and municipal utility billing services.

Utility and related municipal services provided to residential and commercial customers.

Office procedures, cash handling and reconciliation procedures.

Principles of providing customer service in person, on the phone or via email.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform complex duties related to accounting and financial office clerical support duties and to maintain and oversee detailed accurate record keeping; issue accurate bills and detailed reports; and provide customer service.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Balance payment records; conduct research and reconcile discrepancies.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of accounting, financial office support service, customer support service in a related field within a public or private agency/utility.

Training:

The completion of two years of college in an accounting support field or an Associate's degree in accounting is highly desirable.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.