

ACCOUNTING ASSISTANT A/R & A/P

NATURE OF WORK

This is responsible clerical accounting work in compiling financial, accounting, and related data and reports. Work involves processing, verifying, and recording financial data or accounting functions relating to accounts payable, accounts receivable, general ledger, travel expense, construction deposits, purchasing, and related activities. Work is performed within the framework of established procedures, policies, rules, and regulations governing the recording and reporting of financial transactions. Work is performed under the general supervision of an Accounting Supervisor and is checked for accuracy through internal and external audit procedures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Processes invoices for payment; compares invoices with purchase orders and requisitions; verifies information, posts journal entries, and inputs data on computer; prepares expenditure checks; reconciles accounts and statements; prepares purchase orders and requisitions; checks account status, unit prices, and extensions; balances accounts; updates financial statements; responds to inquiries relating to purchase order status; maintains files connected with various purchasing records.

Accepts fees or payments from various departments, classifies receipts by revenue type and prepares cash summaries and deposits, balances deposits to cash sheet, maintains/audits petty cash accounts.

Processes accounts receivable invoices from departments and reconciles outstanding invoices monthly. Mails follow-up letters and notifies Legal on uncollectable invoices.

Maintains, updates, and balances the general ledger; produces financial reports; processes travel expense requests.

Process construction deposits, assign account numbers, enters receipts into computer, and processes refunds. Operates various office machines including calculators, copiers, and data processing equipment.

Responds to information inquiries from the public, vendors, and other departments.

Types correspondence, reports, forms, notices, and other materials.

Provides effective and efficient customer service and promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

May be cross trained to perform the duties of one or more other Accounting Assistants.

May assist staff in Payroll.

May serve as back-up to the Administrative Assistant.

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED) supplemented by training in accounting, bookkeeping, purchasing, or a related field; considerable bookkeeping experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Considerable knowledge of modern bookkeeping practices, procedures, and methods.

Considerable knowledge of office terminology, procedures, and equipment.

Knowledge of automated accounting systems and their use in assigned area.

Some knowledge of fund accounting used in a municipal accounting system.

Ability to proficiently use data processing equipment.

Ability to maintain complex accounting records.

Ability to perform detailed work accurately and initiate and maintain necessary follow-up.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively both orally and in writing.

Ability to make arithmetic calculations rapidly and accurately.

Skill in the operation of office machines and computer terminal.

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.

Work is performed mostly in office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk, and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.