

SENIOR ACCOUNTING ASSISTANT

NATURE OF WORK

This is responsible accounting work in compiling financial, accounting, and related data and reports, including the review and approval of transactions originating from other Accounting Assistants. Work involves responsibility for processing, verifying, recording and approving financial data or accounting functions relating to accounts payable, accounts receivable, general ledger, travel expense, payroll, benefits, construction deposits, purchasing, and related activities in the area of assigned departmental responsibility. 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 or Accounting Coordinator.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Within the area of assigned departmental responsibility, the Senior Accounting Assistant will plan and organize activities related to purchasing and accounting of supplies, services, materials, and equipment. Review and reporting of all revenue and cash receipts, including grants.

Recommends rules, procedures, and administrative policies, and reviews and approves purchase orders, invoices and grant expenditures to ensure compliance with grant agreements and monitors reconciliations. Collects, interprets and evaluate product information; establishes minimum standards and quality requirements for materials, services, equipment and supplies.

Works with other city department personnel in the development and revision of specifications, preparation and evaluation of bid documents within the assigned area of departmental responsibility. Reviews contract award recommendations made by department; maintains contract files. Confers with vendors concerning their products and supplies; creates lists of qualified vendors; promotes the city as a customer to vendors. Advises department concerning sources of supply; obtain competitive quotes; promotes cooperative purchasing.

Monitor compliance within area of departmental responsibility as it pertains to prevailing wage laws, reviews payroll of vendors, and vendor pay estimates, attends pre-construction meetings, performs site visits.

Prepares financial and statistical information for budget preparation. Assists in preparing year-end close transactions and preparing files and schedules for audit. Provides assistance on special projects as directed, including financial software application training to departments and project management assistance for financial software upgrades.

Provides backup staff coverage to all functional accounting areas requiring assistance. Such back up coverage may include processing 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; orders and distributes office supplies; balances accounts; updates financial statements; maintains vendor and fixed asset records; 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; transfers invested cash to bank; maintains petty cash accounts.

Verifies, enters, balances, retrieves computer payroll information (ensuring compliance with FLSA and COBRA laws), and prepares and processes annual raises, severance payouts, back pay, etc. in accordance with ordinance and union contracts; maintains and updates payroll files including employee earnings, deductions, benefit and insurance information, and vacation and sick leave; prepares and balances various federal, state, pension, and other reports; posts journal entries; records personnel information changes; updates and maintains taxes, insurance, and salary tables in computer system; files federal, state and city taxes; processes garnishments and levies.

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

Processes construction deposits, assigns vendor numbers, enters receipts into computer, and processes refunds.

Operates various office machines including calculators and copiers.

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

Performs related duties as assigned.

REQUIREMENTS OF WORK

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

Considerable knowledge of accounting practices, procedures, and methods.

Knowledge of fund accounting used in a municipal environment.

Ability to proficiently use financial application software.

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

Ability to understand and follow 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 equipment and computers.

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.