

## JOB DESCRIPTION

City of Patterson



Human Resources

### SENIOR ACCOUNTING ASSISTANT

#### JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, the Senior Accounting Assistant performs a variety of detailed and complex clerical accounting and record keeping duties in the preparation, maintenance, review and processing of financial and statistical records relative to accounts payable, accounts receivable, and/or payroll; performs a wide variety of general clerical duties; greets the public, accepts and records payments, provides information on City policies, procedures and services to the public, employees and City departments; processes cash receipts per established procedures; assists staff with the resolution of problems; may direct and guide the efforts of less-experienced staff; and performs related work as required and assigned.

**The Senior Accounting Assistant** is distinguished from the Accounting Technician classification that is an advanced journey, paraprofessional classification that performs a variety of complex and technical accounting support duties.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utility Billing and Revenue Manager and/or Supervising Accountant and oversight from the Finance Director.

May provide direction and guidance to less-experienced staff engaged in a variety of fiscal-clerical activities.

#### ESSENTIAL DUTIES

***Typical essential duties may include, but are not limited to, the following:***

Operates and maintains the City's utility billing system, reconciles reports and generates billings; processes payments, maintains accounts and activates and deactivates accounts.

Processes and matches payment vouchers, verifies accuracy of information, researches and resolves discrepancies.

Assists employees, City departments and the public over the phone or at the counter; provides information on departmental policies, procedures and services; responds to inquiries from vendors related to invoices.

Receives, opens sorts and records utility payments, verifies amount, account balance and processes payments.

Maintains records of cash receipts and disbursements, posts data to various ledgers, registers, journals and logs

according to established account classifications and procedures, checks and tabulates statistical and financial data.

Maintains the accounts payable system and files by adding new vouchers, recording and filing paid vouchers, working with customers and vendors by letter and over the phone and monitoring past due vendors vouchers.

Codes, types, prepares warrant list and posts warrants to expenditure record.

Enters, processes, verifies and maintains records of business license applications.

Prepares billing and related correspondence for Accounts Receivable.

May assist in the input and processing of payroll and preparation of related payroll data reports.

Prepares information for 1099 form and Use Tax Reports.

Researches and answers vendor, employee and department questions regarding the status of accounts and payments.

Provides information in person or by telephone when judgment, common knowledge and interpretation of departmental and City policies and regulations are necessary, provides customer and public assistance.

Responsible for computer input maintenance of all computer reports including inventory and proper storage of financial records.

Maintains data input for all computer generated reports including inventory and proper storage of financial records.

Effectively operates a variety of standard office equipment, including computers, calculators and typewriters; and depending on assignment, enters data into various automated systems.

Performs a variety of general clerical duties including data entry, typing correspondence and documents; and maintaining files and records.

Answers questions and assists staff in solving problems; and may provide direction and guidance to less-experienced department staff.

Performs related work as required and/or assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Standard accounting principles, procedures and terminology; bookkeeping and financial record keeping principles and procedures and reporting methods; modern office practices and procedures applicable to financial record keeping; personal computer operations and word processing and spreadsheet applications; common accounting forms; business mathematics; and effective customer service techniques.

**Ability to:** Exercise discretion and confidentiality; understand and apply oral and written directions; accurately perform a variety of detailed accounts payable/receivable and/or payroll assignments and related recordkeeping activities without immediate supervision; prepare complex financial reports, maintain journals, ledgers and a variety of filing systems; effectively use the City's automated accounting systems and related software applications; maintain attention to detail; prioritize and complete work assignments in a timely manner within a work environment of frequent interruptions; make arithmetical calculations with speed and accuracy; validate and ensure the accuracy of fiscal information and data; research, analyze and interpret statistical data; prepare

grammatically correct correspondence; quickly and accurately operate a personal computer, calculator and other standard office equipment; communicate effectively verbally and in writing; spell correctly and use proper English; read and interpret data contained in computer-generated reports and apply to the resolution of related problems; using initiative and independent judgment, perform a variety of financial and clerical duties; and establish and maintain cooperative working relationships with City staff and the general public. Ability to speak and understand Spanish is highly desirable.

### **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

### **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Must have a High School Diploma or equivalent, supplemented by specialized training in financial record keeping and/or accounting.

**Experience:** Four (4) years of increasingly responsible technical and clerical accounting experience that includes customer service; or two (2) years of experience performing the duties of an Accounting Assistant with the City.

**License or Certificate:** Possession of a valid California Class C driver's license.

### **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; interpret and explain department policies and procedures.

**Physical Requirements** Position requires sitting, standing, walking, reaching twisting, turning, kneeling, bending, grasping and repetitive hand movements in the performance of daily activities. The position also requires a full range of vision and the ability to hear and speak for performance of detailed duties and provision of customer service on the phone and at the counter.

**Environmental Conditions:** Work is performed in a standard office environment.

**FLSA Status:** Non-Exempt

**Revised:** June 2018

**Revised:** August 2022

(formerly Senior Account Clerk)