

**City of San Rafael  
Job Class Specification**

## **Job Title: Accounting Assistant I/II**

### **SUMMARY**

Under direction processes and maintains business licenses, deposits, parking citations, cash receipts, accounts payable, payroll and/or other related records according to standard accounting procedures. This is a flex class series and employees are assigned to class levels based on the needs of the City and the experience of the employees.

### **DISTINGUISHING CHARACTERISTICS:**

The Accounting Assistant I level position is the entry level with close supervision. The Accounting Assistant II level position is the full working level with more independence while working within existing procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Processes and maintains accounts payable, business licenses, parking citations, cash receipts, deposits and other accounting records.
- Performs standard accounting procedures within prescribed guidelines.
- Computes, verifies, tracks and maintains financial records.
- Provides services and information to school districts, agencies and other organizations regarding accounting data.
- Audits, verifies and reconciles, requisitions, invoices, receipts, check payments, schedules, taxes and fees, deposits and other accounting documents and records.
- Assists in preparing reports and statistics.
- Prepares data and performs data entry of accounting information.
- Runs and verifies accuracy of reports and forms.
- Monitors computer generated, reports and related materials.
- Performs general clerical tasks, including typing, maintaining files, copying and answering the telephone.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Standard procedures and guidelines for assigned accounting tasks
- Data entry and processing
- Modern office practice and procedures
- Department operations and policies
- Correct English usage
- Operation of office equipment and software
- Telephone etiquette
- Modern office equipment including PC and related software

### **ABILITY TO:**

- Perform data input quickly and accurately.
- Perform accounting tasks in accordance with established guidelines and procedures.
- Prepare and maintain records and files.
- Perform simple research, compiling data, preparing reports.
- Perform clerical work & administrative tasks.

- Key boarding at 40 WPM from clear copy.
- Establishing, maintaining effective relationships.
- Operating modern office equipment.
- Meeting schedules and time lines..
- Understanding and following oral and written directions.
- Answering telephones courteously and efficiently.
- Performing routine clerical duties.
- Operating personal computer and software.

**EDUCATION and/or EXPERIENCE:**

For AA I High school diploma or general education degree (GED) with some course work in accounting preferred; For AA II an AA preferred; two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide using whole numbers.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**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.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**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.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods.

FLSA Status: Nonexempt  
 Prepared By: Nash & Company  
 Prepared Date: January 2001  
 Approved By: City of San Rafael  
 Approved Date: October 2002  
 Revised: May 2005