

City of San Rafael
Job Class Specification

JOB TITLE: SENIOR ACCOUNTING ASSISTANT

SUMMARY

Under general supervision, performs a variety of clerical accounting duties in support of specific assigned functional areas such as: accounts payable, accounts receivable, payroll, business licenses, and specialized accounting and financial functions, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Accounting Assistant is the advanced journey level in the Accounting Assistant class 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. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from assigned management or supervisory staff.

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

- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Perform the most difficult work related to area of functional responsibility which may include business licensing, accounts payable/receivable, payroll, handling bad debt, delinquent account and bankruptcy processes.
- Handle difficult or sensitive interactions with customers or other members of the public, in person, by telephone, or e-mail; work with vendors and suppliers as related to area(s) of assignment.
- As assigned, accept payments, prepare and reconcile receipts; prepare cash deposits; enter data into an accounting system.
- Reconcile records and sub-ledgers of assigned functional area(s) to the accounting system and verify accounting entries.
- Prepare documentation and routine and/or special technical reports to local, State, or Federal agencies; maintain liaison with other agencies as appropriate to area(s) of assignment.
- Research/troubleshoot and resolve the more complex/technical discrepancies. Develop and analyze productivity reports; develop recommendations for improvement and increase efficiencies.

- Provide and coordinate staff training; work with employees to correct deficiencies. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- As assigned, assist/lead system upgrade for functional area, including development, testing, and implementation of changed processes.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

In addition to the qualifications for the Accounting Assistant I/II:

Knowledge of:

- Methods and practices of accounting and financial/statistical record keeping.
- Basic practices of handling cash and various methods of payments.
- Principles and practices of technical and functional supervision and training.
- Methods, concepts and terminology used in financial systems accounting, and cash/general ledger processes. Modern office methods including personal computer applications such as automated accounting information systems, spreadsheet, and database software.
- Pertinent local, State and Federal laws, rules and regulations related to area of assigned responsibilities.

Ability to:

- Independently perform difficult and responsible clerical work involving financial and related statistical record keeping.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting records and processes.
- Interpret and apply Charter rules, Memorandum of Understandings, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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 experience similar to that of Accounting Assistant II with the City of San Rafael.

Education: An Associate of Arts with course work in accounting or bookkeeping.

Supplemental course work in accounting, office management, computer science or related field is desirable.

License or Certificate Possession of, or ability to obtain, a valid California driver's license.

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 (i.e., computer monitor) for prolonged periods.