



CITY OF PETALUMA  
CLASS SPECIFICATION  
Date: 02/04/08  
Job Class: 03ACAI/II

## Accounting Assistant I/II

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### Summary

Provide a variety of specialized clerical duties that emphasize financial, statistical, and accounting customer service support; may perform general office support duties including typing and record keeping.

### Class Characteristics

Supervision is provided by the Finance and Accounting Manager and/or Commercial Services Manager. Duties may be assigned in accordance with one or more areas of financial responsibility such as accounts payable, accounts receivable, utility services, and/or general accounting. May provide indirect supervision to lower level clerical support staff on a project or assignment basis.

### Accounting Assistant I

This is the entry-level class of the Accounting Assistant I/II. Initially under close supervision, incumbents learn office and City procedures, including accounts receivable and payable, utility billing and customer accounting, payroll, business license and cashing functions. As experience is gained, they work with greater independence of action within established guidelines. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications for the higher-level class.

### Accounting Assistant II

This is the journey level class of the Accounting Assistant I/II. Incumbents work under general supervision and are fully competent to perform a variety of clerical financial and accounting office support duties with some independence.

Both of these classes may be distinguished from the higher-level class of Accounting Technician because Accounting Assistants perform work that is within well-defined and established parameters whereas Accounting Technicians perform more complex technical accounting tasks that require some knowledge and application of general accounting principles as well as governmental accounting regulations and practices.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

### Duties:

Collect fees and other monies for various City services; issue receipts and balance account records on a regular basis.

Explain utility billing procedures to the public; contact the public by telephone to affect collections on returned check or delinquent accounts; receive customer information to establish or discontinue utility service.

Receive checks by mail; process and balance accounts accordingly; monitor and post payments; reconcile with various accounts receivable records.

Respond to customer inquiries, maintain customer accounts and process applications for service; prepare adjustments to accounts as authorized.

Maintain records and prepare billings for City utility, licensing and other services.

Review and post deposits and journal entries; reconcile deposits or statements on assigned accounts.

Generate purchase orders and provide information to vendors regarding invoices and purchase orders.

Match invoices and other requests for payment with purchase order or contract documents; receive and review payment reports to ensure accuracy, proper authorization and compliance with City policies and procedures.

Input information to a computer system or manually prepare forms to produce warrants; reconcile and prepare payment requests for non-purchase order expenditures such as utility and telephone payments.

Reconcile and compute payments due for various benefit program providers.

Compose simple memoranda, letters or schedules to send to customers, vendors and others.

Perform a variety of general office support duties such as typing, proofreading, filing, answering the telephone and preparing periodic and special reports.

Enter and retrieve data from an on-line or personal computer system; use such technology to produce standard reports.

Answer factual questions regarding City financial policies and ordinances.

Assist with training less experienced staff as assigned; direct the work of subordinate staff on a project basis.

Perform related duties as assigned.

Skills/Abilities:

Prepare, maintain and reconcile various financial, accounting, billing, statistical, and numerical records.

Make accurate arithmetic calculations.

Operate standard office equipment including a calculator and a computer; use standard word processing and spreadsheet software; operate a multi-line phone system.

Perform detailed clerical accounting duties.

Organize and maintain office files.

Use initiative and sound independent judgment within established procedural guidelines.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; and stand, walk, and stoop, or crouch. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Duties require the ability to work in an office environment where the noise level is usually moderate.

**Qualifications**

Knowledge of:

Basic financial record keeping and bookkeeping practices and procedures.

Standard clerical principles and practices.

Business arithmetic as applied to accounting and auditing office support functions.

Office practices and procedures including filing and the operation of standard office equipment.

Correct business English usage and the standard format for typed materials.

Education and Experience:

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Accounting Assistant I/II

Education:

Equivalent to graduation from high school supplemented by some coursework in bookkeeping or basic accounting.

Accounting Assistant II

Experience:

Two years of bookkeeping, financial clerical, or office assistant experience.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

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