

**ACCOUNTING ASSISTANT I
ACCOUNTING ASSISTANT II
Code Number: 48111, 48112**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of routine clerical accounting functions supporting the reconciliation of daily cash entries for the City and all related cash entries to the general ledger; performs cashing duties; prepares, processes, maintains, and verifies financial and accounting documents and records; and performs customer service related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I - This is the entry level class in the Accounting Assistant series providing routine clerical accounting support within the assigned area. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Accounting Assistant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Accounting Assistant II - This is the full journey level class within the Accounting Assistant series. Employees within this class are distinguished from the Accounting Assistant I by the performance of the full range of duties as assigned including supporting the reconciliation of daily cash entries for the City and all related cash entries to the general ledger. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are alternately staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepares, codes and processes pay requests for purchase orders, City utility bills and other accounts payable; matches pay requests with purchase orders; requests departments to process change orders in accordance with required procedures; checks pay requests for accuracy; verifies account codes and project numbers; enters pay requests into the financial accounting system.
- Prepares and processes routine journal entries; performs check and balance for departmental accounting reports and submissions such as purchase orders and billing reports.
- Generates edit reports to verify data entry accuracy; runs checks for City Council review; prepares manual checks; mails checks to vendors; maintains master vendor list.

CITY OF THOUSAND OAKS
Accounting Assistant I/II (Continued)

- Types, codes, distributes and mails purchase orders to vendors; checks purchase orders for accuracy, correct account numbers and approved vendor information; enters purchase orders into the financial accounting system to encumber funds; performs annual review and reconciliation of outstanding purchase order balances.
- Allocates stores and printing expenditures to departmental expense accounts; bills non-City agencies for printing work performed.
- Maintains records of performance bonds posted; processes releases of bonds upon completion of work.
- Receives payments in person and by mail and prepares receipts; matches payments to billings; assigns account numbers, codes and prepares receipts for accounts receivable payments.
- Endorses checks; prepares checks and cash for deposit; verifies, balances and summarizes daily cash transactions.
- Receives and verifies daily receipts and cash counts from various City departments; verifies accuracy of account codes.
- Performs data entry and posts receipts to various City accounts and funds; posts penalties to delinquent accounts; generates edit reports to verify data entry accuracy; generates computer updates.
- Verifies daily cash and checks received from theater box office with responsibility for data entry of line items into the City's accounting system.
- Verifies cash receipts and bank deposits; verifies daily bank statements of deposits against records of daily cash transactions; reconciles records of utility payments to the general ledger.
- Answers questions from the public regarding accounts and payments.
- Prepares financial, statistical or operational reports as assigned; files documents and records.
- Maintains a departmental petty cash fund; processes requests for replenishment.
- Provides departmental administrative support services, including answering and referring telephone calls, typing correspondence and other documents and opening and distributing mail.
- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

City procedures and practices governing cash receiving, purchasing, accounts payable processing and related financial transactions.

Basic methods, practices, documents and terminology used in financial record keeping.

Principles and practices of bookkeeping and basic clerical accounting.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping and filing.

Mathematical principles.

CITY OF THOUSAND OAKS
Accounting Assistant I/II (Continued)

Ability to:

Make routine calculations and tabulations and review fiscal and related documents accurately and rapidly.
Make decisions in accordance with laws, rules, regulations and department procedures.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Understand and carry out written and oral instructions.
Prepare clear and accurate financial records and reports.
Work effectively and courteously with City staff and the public in person and by telephone.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Respond and perform assigned duties in the event of a City-declared emergency.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Accounting Assistant I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in performing financial or statistical record keeping or cashiering duties.

Accounting Assistant II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of clerical accounting experience at a level comparable to an Accounting Assistant I with the City.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The conditions herein 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 job functions.

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with City staff and the public.

Johnson & Associates

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.