

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Accounting Assistant I
DEPARTMENT	Interdepartmental
UNION:	114
SG:	
CS:	Yes
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs entry level accounting duties for a specific area such as: accounts payable and receivable, parking citations, payroll and benefits, utility billings and fixed assets. Posts and balances entries; processes payments, applications and registrations; and compiles and inputs data to prepare and maintain statistical reports based on established procedures. Provides general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant I classification are entry-level accounting positions distinguished by the responsibility for maintaining financial related records and preparing related reports in a specific area such as parking citations, accounts payable and receivable, utility accounts, or payroll and benefits. Typical duties include: processing payments, applications and registrations; posting and balancing entries; and compiling and inputting data. May also perform cashiering duties. Work is performed under direct supervision and requires knowledge of established office procedures and a basic understanding of bookkeeping practices.

SUPERVISORY RELATIONSHIPS:

Reports to various.

ESSENTIAL FUNCTIONS:

1. Assists the public in processing payments, applications and registrations at public counter and by answering telephone inquiries.
2. Sorts, classifies and codes entries and transactions in accordance with established department procedures, accounting coding systems and verbal instructions. Prepares billings within authority of position.
3. Maintains account records by posting and reconciling data. Identifies and resolves discrepancies in accordance with established procedures.
4. Posts and balances entries in appropriate journals, registers, logs or other records on a daily or periodic basis.

5. Receives, accounts for and safeguards cash, checks or other valuables; issues receipts and classifies and codes transactions.
6. Responds to a variety of departmental and public requests for information relative to assigned functions; provides requested information or services when authorized or refers to appropriate individual for response.
7. Compiles and verifies data to produce regular or special summaries, balances or other reports as required when pertaining to area of assignment. Maintains related files, logs or reports; distributes reports as appropriate.
8. Develops and maintains follow-up systems on reports or actions required on a periodic basis.
9. Organizes and classifies data and information to enter in word processor or computer terminal.
10. Assists in other functional areas in the department as necessary to cover relief periods.
11. Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of office practices, procedures and equipment.
- Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.
- Ability to organize, prioritize and independently perform work assignments.
- Ability to do repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.
- Knowledge of basic math skills including the ability to add, subtract, multiply and divide with accuracy.
- Ability to understand and apply departmental policies, procedures, and guidelines.
- Ability to operate standard office machines such as calculator, typewriter and computer terminal.
- Ability to accurately and rapidly exchange money and record transactions.
- Ability to communicate effectively with other employees, agencies and the general public using courtesy, tact and good judgment.
- Physical ability to perform required duties.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one year clerical experience with required financial record keeping or basic bookkeeping or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- Ability to type at level required by specific position.
- Bookkeeping or cashiering experience preferred.

- A candidate on an eligibility register for a position in an Office Worker promotional classification will not be removed for cause if s/he refuses an interview for a vacant position in the classification.

PREPARED BY: Kenny Consulting Co.
9/87

COMMISSION ADOPTION: September 9, 1987