

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Accounting Assistant II
DEPARTMENT	Interdepartmental
UNION:	114
SG:	
CS:	
FLSA:	
EE04CODE:	

NATURE OF WORK:

Performs a variety of skilled bookkeeping tasks according to established bookkeeping and accounting principles and procedures. Receipts, balances and deposits payments made by the public and other agencies. Maintains accounts and prepares financial related reports for departmental functions such as: The City payroll, municipal court, business tax accounts, accounts payable, utility billing, ambulance billings, and purchase requisitions.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant II classification are intermediate level accounting assistant positions distinguished from the Accounting Assistant I classification by the increased responsibility, skill and knowledge required to maintain all accounting and fiscal records of a departmental function such as utility billings, accounts payable, municipal court, business tax accounts and purchasing. Duties may include: auditing and reconciling journals, logs and records; verification and review of data to determine variances and similarities; and preparation of standard financial reporting forms which require knowledge of bookkeeping and accounting practices. Work is performed under general supervision.

SUPERVISORY RELATIONSHIPS:

Reports to various.

EXAMPLES OF WORK:

1. Maintains accounts by coding, processing and posting payables and receivables. Prepares and balances reports against actual income and expenses.
2. Audits financial records for accuracy, posts and reconciles journals, and registers logs or other records on a daily or periodic basis.
3. Assigns and processes accounts payable/receivable and purchase orders based on documentation, invoices and/or statements. Follows-up on delinquent accounts per law and procedure.

4. Performs cashiering function by receipting, balancing and depositing cash received by the City on a daily basis. Receipts financial transactions such as planning and business license fees, court payments, park deposits and utility payments.
5. Maintains inventory of records, identifies inventory items from vouchers and invoices, processes inventory forms, edits inventory reports and reconciles monthly.
6. Manages petty cash by disbursing cash advance to employees, collecting paid receipts and reimbursing working fund.
7. Calculates, posts and verifies data to produce regular or special summaries; balances reports or other records.
8. Accumulates and classifies data from varied sources to make summary reports as required; reviews data to determine variances and similarities. Verifies completed summaries against source documents which may involve statistical tabulations and calculations in accordance with established formulas, equations and technical data.
9. Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or service when authorized or refers to appropriate individual for response.
10. Types and edits correspondence, reports and statistical information using a typewriter or word processor.
11. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of double entry bookkeeping principles and practices.
- General knowledge of governmental accounting and auditing practices.
- Knowledge of modern office methods and ability to operate standard office equipment such as calculator, typewriter and computer terminal.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Ability to read, understand and apply ordinances, laws, policies and procedures applicable to scope of work.
- Skill in the application of bookkeeping and fundamental accounting principles to the keeping of account records and the preparation of financial reports.
- Basic math skills including the ability to add, subtract, multiply and divide with accuracy.
- Ability to organize and prioritize work to meet deadlines and demands of peak season workloads with a minimum of supervision while maintaining accuracy and attention to detail.
- Ability to develop recommendations to improve routines and procedures in area of assignments.
- Ability to communicate effectively with other employees, agencies and the general public using courtesy, tact and diplomacy.
- Ability to establish effective working relationships with employees and other agencies.
- Physical ability to perform required duties.

EXPERIENCE AND TRAINING:

- Two years of bookkeeping experience, preferably in municipal government 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 for specific position.
- Ability to obtain Police Security Clearance required for selected positions.
- One year college or vocational courses in bookkeeping and business 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.
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REVISED BY: Kerry Sicktich
2/88

COMMISSION ADOPTION:

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