

City of Bellingham
Classification Specification

CLASS TITLE	Financial Assistant
DEPARTMENT	Interdepartmental
UNION:	E-PLAN
SG:	E-4
CS:	N
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs entry-level accounting support duties for a specific area such as: payroll and benefits, legal, or budgeting. Posts and balances entries; processes payments, applications, and registrations; and compiles and inputs data to prepare and maintain reports based on established procedures. Provides general information and assistance to the public. May perform a variety of accounting clerical tasks associated with the processing of the City's payroll. May provide back-up to the Payroll Assistant and other department positions.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level position in the two-level financial support series. This classification is distinguished from the Financial Technician in that the Financial Assistant works under direct supervision with specific tasks and procedures assigned. The Financial Technician works under general supervision with responsibility for more complex and varied assignments requiring knowledge of financial systems. This classification requires knowledge of established office procedures and a basic understanding of bookkeeping practices.

SUPERVISORY RELATIONSHIPS:

Reports to various supervisors or managers, depending upon department. May receive assignments from lead workers.

ESSENTIAL FUNCTIONS:

1. Audits financial data entered by others, checking for accuracy.
2. Generates, balances, and transmits financial documents following State and federal regulations, vendor instructions and established procedures. Notifies departments of payroll or budget changes affecting to work group.
3. Responds to customer requests for information, forms, etc.
4. Performs document audits and prepares related worksheets for payment.
5. Provides office clerical support and data entry assistance. Assists with research projects to gather and report information.

6. Enters data into spreadsheet software to record and report financial information.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Knowledge of basic bookkeeping and/or payroll procedures.
- Knowledge of basic math including the ability to add, subtract, multiply, divide, calculate percentages and averages.
- Knowledge of standard English usage, spelling, punctuation, grammar, and letter format.
- Ability to work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Ability to work according to a set schedule.
- Ability to check the work of others for accuracy and completeness.
- Keyboarding skills for data entry and retrieval.
- Flexibility and adaptability, to follow oral and written instructions, and to organize and prioritize work.
- Knowledge of numeric and alpha file conventions to maintain office files.
- Ability to maintain confidentiality of sensitive materials.

WORKING ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a computer workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of one year of general accounting, clerical or bookkeeping experience required.
- Ability to type at level required by the position.
- Ten-key by touch.
- Proficiency with computer software, including word-processing and spreadsheet for data entry/retrieval and file maintenance required.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

PREPARED BY: L. Hill
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1/01

REVIEWED BY: _____
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Human Resources