



## ACCOUNTING ASSISTANT I

Department: Administration  
Title: Accounting Assistant I  
Classification: Non-Exempt/Full-Time  
Supervisor: City Manager

### Position Summary:

Under direct supervision, performs a variety of administrative accounting support duties of a limited to routine complexity, such as posting payments, preparing regular billings, posting receipts, data entry, reconciling various accounts, and responding to vendor questions, provides administrative accounting support to professional staff in the Financial Services department; and performs related work as required.

### Essential Duties and Responsibilities:

- Performs a variety of routine administrative accounting support duties including posting and maintaining manual and computerized accounting and financial records according to established accounting techniques and procedures
- Posts payments, record vendor address changes, and perform other routine data entry
- Assist vendors and staff with questions; researches and follows through on most inquiries
- Collects and processes information for new and closed accounts; prepares and distributes service orders, collects data, prepares final billing
- Assists in reconciling various accounts and payments
- Receives cash, makes change, and issues receipts; balances cash to appropriate account
- Provides backup for other Accounting Assistants
- Performs other duties as assigned

### Qualifications:

#### Knowledge, Skills, and Abilities:

- Basic terminology and practices of accounting document processing and record keeping
- Business arithmetic
- Record keeping principles and procedures
- Modern office practices, methods, and computer equipment
- Computer applications related to work, including word processing and spreadsheet software
- Ability to understand and follow verbal and written instructions
- Ability to effectively communicate in writing and verbally
- Techniques for providing a high level of customer service to the public and City Staff, in person and over the telephone
- Perform accounting office support work accurately and in a timely manner
- Use tact within strict policy and procedural guidelines

#### Work Environment:

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances

#### Education/Experience:

- Graduation from high school or GED equivalent, at least six (6) months of experience in processing basic accounting transactions or in general office support work