



JOB DESCRIPTION

Title: Accounting Assistant I
Department: Finance
Reports to: Finance Director
Pay Grade: 56
Date Adopted: April 3, 2020
Previous Revision Date:
Last Revision Date:

Type: ☒ Full Time
☐ Part Time
FLSA: ☐ Exempt ☐ Salary
☒ Non Exempt ☒ Hourly
Union: ☒ Yes
☐ No

Job Summary:

Perform general accounting work and various municipal accounting operations within the general ledger, accounts payable and receivable, and payroll. Assist with clerical accounting activities involving purchasing, grants, budgeting, and auditing. Some of the accounting tasks may include: reviewing and processing invoices; preparing checks and maintaining files of expenditures; data entry from journal entries and cash receipts. Assists Finance Director with various tasks and reports.

Essential Functions:

1. Performs the duties and exercise the responsibilities described in the Accounting Clerk job description.
2. Complete various municipal accounting operations and budget compliance tasks within the general ledger, accounts receivable, accounts payable, payroll, and purchasing.
3. Assist in the preparation of various financial reports, records, and account reconciliation.
4. Assist in the preparation of financial related federal, state, and local reports, including but not limited to W-9's, 1099's, W-2's, and ACA reporting.
5. Balance daily receipts, prepare deposits, and may take funds to financial institution for processing; disburse payment from and maintain records for petty cash.
6. Review and balance time entered for City's payroll. Process the City's payroll on the computer and maintain related records. Process deduction payments, direct deposits, and assist with payroll questions.

7. Process City-wide vendor payments; maintain vendor files and regulatory reporting; monitor and process invoices for payment ensuring accuracy and appropriate account numbers are used; maintain vendor list in compliance with IRS regulations; and contact vendors to resolve discrepancies or problems on payments.
8. Assist with annual budget preparation and monthly financial reporting; assist with Capital project tracking and status reporting.
9. Assist in the development of the annual Comprehensive Annual Financial Report; prepare reports and papers to assist external auditor.
10. Maintain and reconcile a variety of ledger and accounts; examine accounting transactions to ensure accuracy; assist department heads and prepare budget reports for them as requested.
11. Maintain and track all paperwork and invoices related to grants. Prepare reimbursement reports when project is complete.
12. Maintain records for accounts receivable and ensure revenues are charged to appropriate accounts; assist in the coordination of assessment files and answer public inquiries; serve as an occupation tax collection and record control point.
13. Maintain records on all fixed assets including input of acquisition and disposal into City's computer system and run related reports.
14. Perform various tasks involved in providing excellent customer service; communicate effectively in written and oral communications with those contacted in the course of conducting work such as city employees, vendors, auditors, and banking and insurance personnel; establish and maintain satisfactory working relationships with those contacted in course of conducting work.
15. Assist and support Finance Director and higher-level management with various projects.
16. Operate Microsoft Word, Excel, Power Point, Gmail, Caselle Software, including miExcel and Document Management.
17. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
18. Keep confidential information confidential.
19. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
20. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any

other persons or organizations with whom interaction is required to accomplish work and employer goals.

21. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 22. Perform other work which is consistent with the essential functions of the job.
 23. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High School diploma or equivalent required.

Associates Degree or additional courses in bookkeeping, data entry, and office procedures and practices or equivalent experience preferred.

Experience:

Experience performing billings and/or data entry preferred.

Five (5) or more years of experience performing accounts payable, payroll, or general accounting preferred.

Skills:

1. Effective oral and written communication skills.
 2. Good listening skills.
 3. Ability to perform basic math and accounting skills.
 4. Ability to apply accounting and bookkeeping procedures.
 5. Organizational skills.
 6. Analytical skills.
 7. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 8. Manual dexterity.
 9. Ability to work in environment with constant interruptions.
 10. Good typing and data entry skills.
 11. Reading.
 12. Good customer/public relations.
 13. Ability to work independently.
 14. Working knowledge of word processing, email, and calendaring computer software applications.
 15. Excellent interpersonal skills.
 16. Excellent grammar, punctuation, spelling, and proofreading skills.
 17. Ability to perform complex math and accounting skills.
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Mental Requirements:

1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.

3. Alpha and numeric recognition.
 4. Ability to prioritize work.
 5. Logical reasoning.
 6. Patience.
 7. Ability to carry out assignments through oral and written instructions.
 8. Concentration.
 9. Accounting principles.
 10. Ability to compute basic math computations.
 11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:


Tobias J. Tempelmeyer, City Administrator

4/3/2020
Date