CITY OF SALEM **00025**

ACCOUNTING ASSISTANT I

NATURE OF WORK

This is basic accounting and fund reconciliation work. It may involve extensive customer service contact.

Work involves performing a variety of account maintenance determining correct recording of transactions in varying circumstances. Work involves reviewing documents for completeness, accuracy and posting information in a timely accurate manner; balancing various funds and receipts; and assisting the public with a variety of service requests and cashiering. Work may involve providing some office support services such as mail, preparation of correspondence and other related skilled office services. Employees of this class must be knowledgeable of posting and accounting procedures, and utilize a variety of modern office equipment in performing routine duties. Work is performed within limits of an established accounting system with initiative after an initial training period and is reviewed by a superior for conformity to established policies, procedures, and legal ordinances. Training of new employees or volunteers or limited work direction may be required, but on-going work direction and full supervision are not required of this class. This is not a full supervisory classification

This classification is distinguished from general clerical classifications by the requisite requirement of an accounting background. It is distinguished from the Accounting Assistant II by the more routine nature of the transaction processing, balancing, cashiering and clerical services.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Reviews invoices, vouchers, citations, statements and expenditure documents for accuracy, completeness and appropriate account designations. Determines if sufficient information is present to record the transaction into the accounting system(s). If information or approvals must be gathered prior to recording the transaction, initiates acquisition of needed information by directing the customer to proper source of information or corresponding with customer concerning required information. Balances like documents for entry into computer systems, account records or other ledgers and journals. Maintains ledgers, journals and subsidiary records and balances against other records. Reviews entries against source documents for accuracy and verifies balances. Resolves discrepancies in account records or source documents of a routine nature. Makes approved transfers to and from budgetary accounts and balances accounts against control data within established procedures.

Assists municipal departments by providing information concerning financial activities involving their accounts. Provides requested information in reports and written documents. Gathers financial information from of well known sources into reports.

Identifies accounts receivable and payable problems where there are discrepancies. Assists a variety of public, business and government agencies in understanding municipal accounting, billing and payment systems and in resolving routine discrepancies. Receives a variety of cash payments, initiating receipts, and posting information into accounting system. Describes procedures concerning petty cash, citations, and collections of a routine nature to customers.

Performs routine clerical services such as filing, word processing, mail distribution, maintaining office supplies, etc. May assist in training other accounting clerks and other clerical personnel.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in accounting and clerical procedures (experience with governmental fund accounts is desirable); graduation from high school supplemented by courses in accounting and government accounting; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of the application of entries into accounting systems and ramification of accounting transactions to accounts particularly related to government accounting.

Knowledge of business standards, methods, and practices.

Knowledge is specific area of position's assignment is desirable such as accounts payable, accounts receivable, etc.

Skill in the operation of modern office equipment including keyboarding, personal computers including skill in the use of word processing, spreadsheet and data base software.

Ability to apply accounting procedures in maintaining control records and preparation of financial statements.

Ability to make arithmetical computations quickly and accurately.

Ability to establish and maintain good working relationships with other employees and the public.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards or alternate means of collecting information or attending meetings.

Work is performed within an office setting.

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Personnel Director

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