

## **NATURE OF WORK**

This is skilled technical-level accounting work.

Work involves performance of a variety of account maintenance and double entry tasks to general and subsidiary records. The work involves reviewing documents for completeness, accuracy and posting information in a timely manner. Work is performed with initiative as to the order of work to accomplish and the investigation and resolution of incomplete or inaccurate information where routine in nature. Work is performed according to standards and procedures established by a supervisor with periodic review of production, accuracy and timely completion of projects assigned. Work may involve gathering information from readily known sources into a report form. This classification may be required to provide some work direction or training to others but does not routinely distribute work assignments nor contribute to others performance appraisals. This is not a supervisory classification. Employees of this class must be knowledgeable of account maintenance procedures, and utilize a variety of modern office equipment in performing routine duties. Employees of this classification generally perform their duties through their own initiative, judgment, and work planning according to standards and procedures.

This classification is distinguished from the Accounting Assistant I by the greater authority to resolve financial discrepancies. This classification is distinguished from the Accounting Assistant III by the absence of responsibility for complex account entries and transactions, and resolving complex account discrepancies requiring complicated research and analysis. The Accounting Assistant II does more routine account processing than the Accounting Assistant III.

## **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 purchasing, revenue, tax 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. 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. Makes approved transfers to and from budgetary accounts and balances accounts against control data.

## Accounting Assistant II (Cont.)

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Assists municipal departments by providing information concerning financial activities involving their accounts. Provides requested information in reports and written documents. Gathers financial information from several 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.

May train other accounting clerks and other clerical personnel. Performs other related work as required.

### WORK QUALIFICATIONS

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

Thorough knowledge of accounting principles particularly as applied to government accounting  
Considerable knowledge of modern office management procedures and equipment

Knowledge in specific area of position's assignment is desirable such as accounts payable or accounts receivable

Considerable skill in the operation of keyboards, personal computers including spreadsheet, database and word processing software

Ability to exercise judgment in determining correct procedures to be followed

Ability to perform complex account maintenance work accurately and rapidly for the maintenance of fiscal records and statements

Ability to rapidly and accurately make involved and varied arithmetical computations

Ability to maintain effective relations 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 alternates means of participating in meetings or gathering information.

Work is performed within an office setting.

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Approved by Human Resources Director  
July 1996

*Revised 04/06 for distinguishing features*