



Class Code: 035  
WP Code: AcctAsstl-II  
Established: 07/13/89  
Revised: \_\_\_\_\_  
EEO Code: PARAPROF.

City of Newark, California

## CLASS SPECIFICATION

### ACCOUNTING ASSISTANT I/II

Nature of Work: Under general supervision, provides a variety of routine to moderate financial, treasury and accounting office support for assigned accounting functions; may perform general office support duties, including some type and recordkeeping; performs work as assigned.

Class Characteristics:

The Accounting Assistant I is the entry level class of this accounting support series. Initially under close supervision, incumbents learn City and municipal accounting support procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

The Accounting Assistant II is the journey level class of this series, fully competent to independently perform a variety of financial, treasury and accounting office support duties. All positions are characterized by the presence of guidelines from which to make decisions; however, some independent judgment must be used, particularly when dealing with a variety of City staff or representatives of the public or other organizations.

Essential Duties:

- Performs accounting, treasure or financial office support work in such areas as accounts receivable and payable, business licenses, purchasing and records maintenance;
- Reviews purchase orders, invoices and related documentation;
- Extends figures and verifies authorizations;
- Prepares accounts payable for payment;
- Reconciles daily cash receipts and prepares deposit forms;
- Reviews and reconciles varied reports, computer output and related data;
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information, and posting data as required;
- Receives, processes and maintains business license applications, and files related documents;
- Computes and collects fees;
- Maintains and updates data in manual and computerized files and spreadsheets;
- Reconciles bank statements;
- Prepares adjusting journal entries;
- Maintains and updates an inventory of all fixed assets;

## ACCOUNTING ASSISTANT I/II

Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports;

Makes arithmetic, financial or statistical calculations;

Provides factual information to the public or to City staff;

Uses a personal or online computer system to enter data and generate reports;

May perform a variety of office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreading and checking materials for accuracy;

Operates standard office equipment;

Organizes work and follows up to ensure completion of assigned work.

### QUALIFICATIONS

#### Knowledge of:

Basic financial recordkeeping, bookkeeping and basic governmental accounting principles and practices.

Office practices and procedures, including filing and the operation of standard office equipment.

Business arithmetic, including percentages and decimals.

Correct business English usage and the standard format for typed materials.

Basic business data processing principles and the use of word processing equipment.

#### Skills and Abilities to:

Prepare, maintain and reconcile various financial, accounting, statistical, auditing and numerical records.

Read, interpret and apply rules and procedures.

Organize, research, and maintain office files.

Make arithmetic calculations with speed and accuracy.

Use sound independent judgment within established procedures.

Operate standard office equipment, including a personal computer.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training:

Accounting Assistant I: Equivalent to graduation from high school.

Accounting Assistant II: In addition to above, one year of bookkeeping, accounting, treasury or financial support experience at a level equivalent to Accounting Assistant I. Specialized business or college level coursework in accounting or bookkeeping and experience in a governmental or municipal setting are desirable.

Special Requirement: Possession of a valid California Driver's License.

**Probationary Period: 6 Months**

**FLSA:** Non-Exempt or Exempt