



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Accounting Assistant I
Department: Administrative Services
Supervised By: Chief Financial Officer
FLSA Status: Non-Exempt
Revised as of: January 2016

JOB SUMMARY

To perform a variety of accounting clerical functions including processing payments, bills and payroll, answering customer inquiries, and preparing a variety of weekly, monthly, quarterly and year-end financial and/or statistical reports.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant I is the entry-level clerical classification in the Accounting Assistant series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Accounting Assistant I classification is distinguished from the Accounting Assistant II by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned management or supervisory staff.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Gather, tabulate, proof and maintain various statistical and financial data and records for such processes as accounts payable, payroll, accounts receivable and general ledger accounting.
- Prepare a variety of weekly, monthly, quarterly and year-end financial reports such as W2, 1099 and Payroll Taxes. May prepare special reports such as engineering hours charged against specific projects.
- Post, check, balance and adjust accounts; enter data into computer and produce reports and registers.
- Perform manual check processing and assist in reconciliation of bank statements.
- Prepare and process customer billings including sewer and water bills.
- Respond to customer inquiries, escalating the more difficult questions/customers as necessary.

- Receive and account for money and payments.
- Prepare bank deposits and deposit receipts and deliver to bank.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Research discrepancies in assigned area(s) of responsibility and; according to established procedures, make appropriate corrections.
- Provide documentation and assistance during annual audit.
- Maintain and track credit card accounts for District employees.
- Process benefits claim forms submitted by employees.
- Provide back-up assistance to other accounting staff.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Methods, terminology and practices used in financial and accounting work.
- Basic office practices and procedures.
- Effective customer service skills.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Perform accurate mathematical calculations using addition, subtraction, multiplication and division.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Type and prepare a variety of financial and statistical reports.
- Utilize spreadsheet, word processing and other related software packages to generate work.
- Operate and use modern office equipment including typewriter, personal computer, printer, copier, facsimile machine, telephone, 10-key calculator, etc.
- Effectively use and maintain a variety of filing systems and accounting records.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The successful completion of high school or the equivalent.

Experience: One (1) year of general clerical experience.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015