



ACCOUNTING ASSISTANT I

Effective: 1/1/03

DEFINITION/PURPOSE:

Perform routine clerical accounting and financial record keeping activities in a computerized accounting system. Assist in processing accounts receivable or accounts payable. Assist in preparing and maintaining financial, statistical, and accounting records and reports, and perform a variety of accounting functions in a training and learning mode.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Accounting Assistant II by the performance of routine clerical accounting functions as opposed to the more difficult and complex clerical accounting and finance work performed at the II level. This is the trainee and learning-level of the accounting clerical work. Employees at this level have established guidelines, receive only frequent instruction or assistance and are learning the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct and general supervision of the Finance Manager and may receive lead direction from an Accounting Assistant II.

This classification has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Perform routine clerical accounting duties including assistance in maintaining accounts payable or accounts receivable. Maintain accurate financial records.
- Assist in preparing accounts payable data or accounts receivable data for entry and enter proper coding. Read, verify, enter, and maintain necessary information in the Authority's computer system, as directed. Maintain financial statement formats for internal and external reporting and assist in utilizing the formats required by the various funding agencies and/or private sources.
- Assist in preparation of manual and computerized journal entries, as directed.

- Assist in reconciling and balancing a variety of completed records including complex revolving accounts.
- Assist in receiving, opening, and posting periodic tenant payments consisting of rents, fees, fines, and refunds and similar payments made by tenants at cashier stations.
- Assist in preparing data entry for utilities and vendors and distributing utility costs to appropriate accounts.
- Assist in preparing adjustments to Section 8 landlords housing assistance payments, stop payments, and IRS levies. Print 1099 forms for landlords and vendors. Type/key and print annual vendor letters for updating of 1099 information.
- Compile statistical and financial data for various reports and records, including FSS escrow and interest records and Housing Assistance Program funds earned. Assist in preparing a variety of reports for external, internal, and government use. Check printing and reports from computer for format and accuracy.
- Print accounts payable checks, including Section 8 landlord checks, utility allowance checks, and related. Compile financial and statistical data for internal reports.
- Prepare outgoing department mail, individual items and bulk mailings.
- Respond to phone calls to the department. Provide factual information concerning department activities and procedures. Refer calls concerning policy items to the supervisor.
- Maintain a professional and cordial attitude towards co-workers and clients.
- Maintain consistent and regular attendance.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of clerical accounting, including accounts receivable and accounts payable. Methods and procedures of financial record keeping and reporting. General Federal, State laws and regulations relating to accounting practices. Modern office procedures and computer applications to accounting and financial analysis. Uses of personal computers in accounting.

Ability to – Analyze financial data and accounting records. Perform accounts receivable, accounts payable, and payroll functions. Comprehend and apply rules, regulations and laws pertaining to accounting transactions. Compile statistical records and maintain accurate records and files. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and effectively both orally and in writing. Maintain confidentiality. Operate a personal computer using various Windows-based applications programs. Maintain the mental capacity to make sound decisions and the physical ability to perform the assigned tasks.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority.

Physical Abilities and Work Environment – Must be able sit for lengthy periods of time in an indoor office environment, stretch, bend, and operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the classification. Be able to lift up to 25 lbs.

Other – Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – One (1) year of responsible experience in an accounting clerical position involved in accounts receivable, accounts payable, or payroll responsibilities and the maintenance of financial and statistical records. Experience working with federal, state, and local laws, regulations, and related directives is desirable.

Education – Possess a diploma from an accredited high school or an equivalent certificate recognized by the State of California (e.g. GED) and additional college-level courses in bookkeeping or accounting.