



City of Pacific Grove
Established Date: 12/18/2013

ACCOUNTING ASSISTANT, SENIOR

SUMMARY: Under basic supervision, uses knowledge of Finance Department policies and procedures to perform a variety of experienced technical accounts payable and receivable duties; reviews accounting information, processes transactions, reconciles discrepancies, processes and reports payroll, and assists with financial reports.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a wide variety of experienced accounts payable and receivable functions, including the preparation and reconciliation of accounting and payroll records and reports, and the review and correction of transactions; performs duties within scope of authority and training, and in compliance with City policies and quality standards; duties may vary according to job assignment.
- Using knowledge of Finance Department policies and procedures, processes payroll, accounts payable and receivable and technical accounting documents, reviews and balances accounts, and prepares summary reports.
- Prepares payroll checks and balances accounts for review, approval, and submittal to the Administrative Services Manager; updates and maintains payroll and benefits records as needed and according to MOU's and Personnel Action Form changes; reviews and verifies accuracy of timecards, deductions, and technical information; prepares technical reports for government agencies.
- Processes payroll, benefits, and technical transactions, in compliance with all applicable federal, state and local rules, regulations, and procedures; enters accounting and payroll data into computer systems, and maintains databases; enters data, processes transactions, validates data, and compiles documentation.
- Processes payments received by all City departments through the cash register and reconciles cash with daily reports.
- Review and maintain files for city issued permits and licenses; prepares invoices for renewals and non-payment; prepares financial reports related to permit and license revenue as needed; prepares warrant requests for review, approval and submittal to the Administrative Services Manager.
- Assists City staff to resolve technical issues; updates, reviews, and researches employee records.
- Posts accounting transactions to computer ledgers; reviews source documents for compliance to rules and regulations; reviews and validates proper handling of accounting transactions within designated limits.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, sorts, and distributes related paperwork and documents.
- Reports discrepancies and variances to supervisor.
- Provides customer service, responds to requests for information, and resolves customer service issues in a courteous and respectful manner; answers questions and provides basic information within scope of authority; updates, retrieves, and releases information according to procedures.
- Assists with training of clerical and technical accounting duties.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND five years government accounting experience, preferably with the City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Municipal policies and procedures.
- Principles and practices of accounting, bookkeeping, and records maintenance for payroll, accounts payable and receivable.
- Applicable state and federal statutes, rules, and regulations governing payroll and benefits accounting.
- Specialized City and state agency accounting and payroll software applications.
- City and state procedures for handling confidential material, and access to personnel records.
- Generally Accepted Accounting Principles for public sector bookkeeping and accounting.
- Customer service standards and protocols.
- Business computers and standard software applications.
- Cash Handling

Skill in:

- Working independently to perform a wide variety of accounting functions, using knowledge of Finance Department policies and procedures.
- Maintaining payroll, accounts payable and receivable documentation, and verifying and reconciling payroll, accounts payable and receivable information and reports.
- Meeting deadlines and strict time frames for processing payroll, accounts payable and receivable technical documents, and reports.
- Correcting and updating financial information systems and generating reports.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Entering complex numerical data into a computer system with skill and accuracy.
- Explaining City policies and procedures while exercising the highest degree of confidentiality.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.