



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

ACCOUNTING ASSISTANT

SUMMARY: Under basic supervision, uses knowledge of government accounting procedures to perform a variety of technical accounting duties; reviews accounting information, processes transactions, reconciles discrepancies, and assists with payroll and 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 variety of moderately difficult accounting functions, including the preparation and reconciliation of accounting 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 government accounting procedures, processes accounts payable and receivable documents, reviews and balances accounts, and prepares summary reports.
- Processes accounts payable and receivable documents, verifies document completeness and accuracy, and budget funds availability; researches expenditures and trends, and provides advice to departments as needed; maintains vendor and purchase order files; compiles data and prepares expenditure reports.
- Assists with the preparation of City payrolls; reviews and verifies accuracy of timecards, deductions, and technical information.
- Assists City staff to resolve a variety of technical issues.
- 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.
- Processes applications and issues licenses and permits; reviews applications for accuracy.
- Maintains accounting and bookkeeping records and filing systems; enters data into computer systems; processes transactions, and updates accounts.
- 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.
- Cross trains in other 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 two years government accounting experience, preferably with the City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of accounting, bookkeeping, and records maintenance.
- Generally Accepted Accounting Principles for public sector bookkeeping and accounting.
- Customer service standards and protocols.
- Business computers and standard software applications.
- Cash handling procedures.

Skill in:

- Performing a variety of accounting functions, using knowledge of government accounting procedures.
- Meeting deadlines and strict time frames for processing technical documents and reports.
- Correcting and updating financial information systems, and generating reports.
- Entering numerical data into a computer system with skill and accuracy.
- Explaining City policies and procedures.
- 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.