



OFFICE ASSISTANT - ACCOUNTING TECHNICIAN

DEFINITION

Under supervision of the Finance Director, the Office Assistant/Account Technician shall perform a variety of detailed/responsible office support and accounting functions, including accounts receivable/cash receipts balancing, bank deposit preparation, payroll, data entry, record keeping, reception, filing, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Office Assistant/Accounting Technician shall have a positive customer- service attitude. S/he must be enthusiastic about serving the public with tact and diplomacy in person and in other forms of communication, such as telephone, e-mail, etc. S/he must be very flexible and capable of handling multiple tasks at the same time in an environment with frequent interruptions, distractions, and changes in priorities. S/he must be able to work a flexible work schedule.

ESSENTIAL JOB FUNCTIONS

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

- ▶ Collect fees, receipt monies and perform mathematical calculations for various office transactions.
- ▶ Balance cash drawer on a weekly, month-end, and as-needed basis; compile related bank documents as necessary.
- ▶ Perform all aspects of the payroll processing function, including filing of quarterly/annual payroll tax reports and W2s.
- ▶ Answer telephones and direct calls to appropriate City personnel; take and forward messages.
- ▶ Respond to public inquiries over the telephone or in person at the front counter.
- ▶ Operate office equipment, such as, but not limited to, personal computer, file server and data server, calculator, fax machine, copier and typewriter.
- ▶ Prepare and file forms/reports/correspondence of various City documents.
- ▶ Proofread materials for accuracy and completeness, as well as correct English usage, including grammar, punctuation and spelling.
- ▶ Learn and perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Skills and techniques used in interacting in a positive manner with all types of customers/general public, including those who are irate or argumentative.

- Word processing (Windows Operating System/Microsoft Office Software), combined with word processing in general, data entry and basic use of the Internet and e-mail.
- Basic office equipment usage, including but not limited to, telephones, computers, fax machines, typewriters, calculators, and copiers.
- Correct English language usage, including spelling, grammar and punctuation.
- All aspects of the payroll processing function, including filing of quarterly/annual payroll tax reports and W2s.
- Basic accounting functions, including but not limited to, accounts payable, cash receipts, bank account reconciliation, general ledger account analysis and reports.

Ability to:

- Communicate in a positive, clear and concise manner, both orally and in writing.
- Maintain cooperative working relationships with those contacted in the course of work.
- Follow directions and work independently.
- Interpret and apply City policies and procedures.
- Establish and maintain file records.

Experience and Training:

Any combination equivalent to experience and education that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient experience performing similar duties to demonstrate possession of the required knowledge and abilities; Education - Completion of high school (G.E.D. acceptable), or higher.

Special Requirement:

Some positions within this classification may be required to drive a motor vehicle, which requires a current California driver's license and a good driving record.

WORKING CONDITIONS

Current physical and mental requirements for this job are: frequent sitting and standing; occasional walking, including up and down stairs and along City streets; occasional bending, twisting, squatting, and kneeling; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions, distractions and changes in priorities; think clearly in emergency situations; complete work under inflexible deadlines; have the memory capacity to recall names, places, details and events; distinguish between critical information and background noise/distractions; solve problems based upon application of established policies and procedures; select, interpret and apply standard concepts and procedures to solve problems; and have oral communication skills sufficient enough to allow for clear and unambiguous information transmission.

A person in this position must be free from any physical, emotional or mental condition which might adversely affect the ability to perform the essential job functions. Physical condition shall be evaluated by a licensed physician prior to assuming the position.