

# CITY OF BEAVERTON

## Accounting Assistant

### General Summary

Perform front line customer service and related decision making regarding customer issues. Process a variety of accounting transactions and perform related reconciling and balancing. Perform related calculations and data entry. The Accounting Assistant may be responsible for a specific accounting function.

### Key Distinguishing Duties

Write routine journal entries; classify and code financial transactions to the City's financial systems.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Classify and code transactions in accordance with established department procedures and instructions. Prepare recurring journal entries. Enter accounting transactions.
2. Update and maintain all utility accounts. Including, but not limited to, generating monthly and final billings, EFT customer payments, refunds, importing lockbox payments, preparing flat ASCII files for outside vendors, opening/closing customer accounts, new construction set ups, meter exchanges, etc. Evaluating a customer's account history, making appropriate payment arrangements and preparing shut off for delinquent accounts. Enter and balance payroll data.
3. Assist in enforcing the compliance of business-license ordinances through the billing and notification process.
4. Receive cash and issue receipt to City Departments and customers. Balance cash collections.
5. Process applications. Issue permits. Maintain, update and reconcile records.
6. Process passport application in accordance with United States Department of State Passport Agent's Reference Guide.
7. Responsible for scanning financial documents and performing archiving duties.
8. Assist in providing reasonable assurance that the City's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations.

9. Participate in department operational processes including procedure development and implementation.
10. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Follow standards as outlined in the Employee Handbook.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public
16. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of basic bookkeeping and basic accounting principles and practices.
- ◆ Working knowledge of utility billing system and processes.
- ◆ Basic knowledge of the payroll system.
- ◆ Working knowledge of the general ledger and cash receipt system.
- ◆ Working knowledge of ordinances, resolutions, laws and regulations, as they apply to carrying out the required tasks.
- ◆ Working knowledge of Passport Application Acceptance Program Guidelines.
- ◆ Basic knowledge of practices and principles of public/business administration.
- ◆ Basic understanding of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Ability to maintain accurate accounting records and reports.
- ◆ Strong ability to participate on a team focused on producing high quality results, as well as, establishing and maintaining effective working relationships with employees and other agencies.

- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to use specialized software, as required for the task.
- ◆ Strong ability to use a keyboard and use general office equipment. Scanner.
- ◆ Ability to analyze and interpret data and develop recommendations to improve routines and procedures in area of assignment.
- ◆ Ability to use word processing, spreadsheet and database programs as required for the position.

### **Minimum Qualifications Required for Entry**

High school diploma or GED plus 2 years of bookkeeping and accounting experience, customer service and multi-tasking experience, preferably in municipal government, or any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen and precise control of fingers and hand movements; regular use of a keyboard or similar device; frequent dealing with distraught or difficult individuals; occasional work outside normal working hours; occasional operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Accounting Clerk

Revised: 1/98

New class specification title 1/98: Accounting Assistant

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date