

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION  
ACCOUNTING ASSISTANT

**JOB PURPOSE**

Under general supervision, to perform technical clerical work. When assigned to accounts payable/receivable, the purpose is to pay all bills of the City, record all revenues and expenditures by fund and account, then post same to general ledger, revenue and expenditure records, and to do related work as required. When assigned to billing, the purpose is to bill and collect all sanitary sewer service and standby fees, record payments into revenue system, process delinquent accounts, and do related work as required.

**EXAMPLES OF DUTIES - Accounts Payable/Receivable**

**Essential Duties:**

- ~ Pay bills by obtaining approval for payment, matching purchase orders or other backup, typing and protecting checks, obtaining signatures and mailing;
- ~ Files insurance forms and accounts payable invoices and statements;
- ~ Posts disbursements, including labor distributions, to proper fund and account;
- ~ Prepares and posts closing journal entries;
- ~ Prepares and posts payroll and accrued payroll accounts;
- ~ Prepares trial balances on each fund account;
- ~ Organizes disbursement report;
- ~ Prepares statements for payment;
- ~ Receives and records revenue to coding receipts, writing receipts for incoming checks indicating proper information and posting to proper fund accounts;
- ~ Balances petty cash and prepares deposits in supervisor's absence;
- ~ Balances revenue and disbursement sheets;
- ~ Prepares bank reconciliations;
- ~ Prepares special spreadsheets as required;
- ~ Checks expenditures against budget and informs supervisor if funds not available;
- ~ Operates all office machines necessary to maintain financial records;
- ~ Assists with annual inventory of City equipment and property.

**Marginal Duties:**

- ~ Relieves supervisor as assigned;
- ~ Prepares, types and processes purchase orders;
- ~ Prepares insurance forms and check requests;
- ~ Sorts and distributes departmental mail and orders supplies;
- ~ Performs related work as required.

**EXAMPLES OF DUTIES - Billing**

**Essential Duties:**

- ~ Updates and maintains customer sewer accounts;
- ~ Prints and mails sewer bills;
- ~ Receives and records sewer payments;
- ~ Issues delinquent account notices and pursues payment of such accounts;
- ~ Keeps complete records of account status;
- ~ Responds to requests and inquiries from the public regarding sewer rates and ordinance;
- ~ Types various reports using word processor;
- ~ Balances summary accounts;
- ~ Prepares spreadsheets;
- ~ Files records;
- ~ Operates all office machinery necessary to maintain billing records and type reports;

**Marginal Duties:**

- ~ Relieves supervisor as assigned;
- ~ Performs related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to completion of high school and either some experience in general clerical work or additional course work in bookkeeping, typing and/or business courses; possession of a valid California motor vehicle operator's license. Completion of an Associates of Arts degree in business or computer science is preferred.

**Ability to:** Write clearly, type accurately at a reasonable rate of speed; use a ten-key adding machine quickly and accurately; perform moderately complex arithmetical calculations accurately; reason and learn new techniques and equipment, be computer proficient; read, comprehend and apply official documents and instruction manuals; follow oral and written instructions; communicate effectively with those contacted in the course of work.

**Knowledge:** Practices, terminology and forms used in accounting and bookkeeping work; basic accounting principles; the meaning of expenditures/revenues and debits/credits.