



JOB DESCRIPTION: Administrative Assistant - Accounting

CLASS NO. 115

PAY GROUP: _____

FLSA: Non-Exempt

OCC. CATEGORY: Office/Clerical

JOB TITLE: Administrative Assistant - Accounting

OBJECTIVE:

To assist in the financial affairs of the city in such a manner as to ensure accurate overall financial records; to perform a variety of financial and clerical tasks and to assist other employees and the general public with accounting related activities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of Finance and Administration.
2. Directs: Does not typically supervise any employees.
3. Other: Works closely with the Director of Finance and Administration, Assistant Director of Finance, City Manager, all department heads, other employees, applicants for employment, banks, vendors, outside accounting and audit personnel, and the general public.

GENERAL STATEMENT OF DUTIES:

This is a responsible non-supervisory position. Duties include maintaining financial records in accordance with generally accepted governmental accounting principles; processing Accounts Payable for payment; performing workforce services including new employee processing, benefits processing and other employee related tasks; filling in as a utilities clerk when needed.

EXAMPLES OF WORK: (This position may be responsible for some or all of the following)

- In accordance with generally accepted governmental accounting principles and procedures, maintains a general accounting and financial records system for the city.
- Processes requisitions, payments, receipts and other necessary accounting activities, which may include accounts receivable and payable;
- Balances accounts on computer and by running tapes, proofreading, etc., prepares summary of balances, cost information, or other reports as requested for use in preparing financial documents;
- May prepare bank reconciliation for city accounts;
- May prepare payroll and related reports on FICA, unemployment compensation, worker's compensation, and retirement;
- Assists in the processing of new employees, employee benefits program, risk management, and pay and classification system administration;
- Assists the Director of Finance and Administration in administering the city's insurance and benefits program.
- Performs such other duties as may be required.