CITY OF SANTA CRUZ
ACCOUNTING ASSISTANT II

Reports to: **Various reporting relationships**
Supervises: **May supervise or provide lead direction to lower level clerical positions**
Bargaining Unit: **Service**

BASIC FUNCTION

Under general supervision, performs specialized clerical accounting work and administrative duties within an assigned division of the Finance department or other department with complex accounting needs and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced level of the Accounting Assistant series. Positions in this class are distinguished from the Accounting Assistant I level by the greater complexity of the accounting work performed requiring knowledge of standard accounting principles and methods and substantive knowledge of City policies and procedures. The work requires the use of some independent judgment to determine the applicability of established accounting and administrative procedures and precedents to specific problems/cases. Accounting Assistant II positions generally have independent responsibility for a comprehensive account clerical function and may supervise lower level clerical positions.

TYPICAL DUTIES *(May include, but are not limited to those duties listed below)*

- Performs a variety of general bookkeeping and clerical accounting duties and responsibilities for assigned area.
- Uses various computer software packages, including financial, spreadsheet and word processing programs; enters and maintains data.
- Establishes, maintains, and balances a variety of records, logs, files and filing systems; verifies, balances, and adjusts accounting records; compiles and prepares various monthly, quarterly and annual reports.
- Serves as the primary contact and liaison for assigned functions and programs with other City staff, the general public and outside agencies and organizations; responds to phone calls, visitors, email, and mail; provides and responds to requests for information and assistance; assists the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances; researches and resolves complaints and problems.
- May compose correspondence, reports, and other documents as assigned.
- May coordinate projects and programs with other City divisions or departments as related to area of responsibility
- Performs other duties as assigned.

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In addition to the Typical Duties, for the assignment of Accounts Payable:

- Reviews invoices and credit card statements for completeness, accuracy and compliance with established regulations and procedures; processes invoices for payment via check or electronic payment; reissues checks.
- Performs a variety of accounts payable functions such as journal entries, withholdings, calculating and processing retention payments, reconciling vendor statements, and calculating and preparing tax reports and remittances.
- Processes stale dated checks following established procedure.

In addition to the Typical Duties, for the assignment of Risk Management and Collections:

- Sets up and maintains risk management claim files; requests reports and information from departments as needed; prepares notices, reports, and correspondence.
- Collects and maintains certificates of insurance from outside vendors/contractors and lessees, including gathering and compiling data and information required, tracking insurance requirements to ensure certificates are current, and contacting vendors and lessees and/or their insurance providers to obtain the certificates of insurance.
- Updates information on the City's website and the department's intranet site
- Assists in maintaining records associated with revenue collections, including contacts, correspondence, payments, and legal actions initiated or taken.

In addition to the Typical Duties, for the assignment of Revenue:

- Performs a variety of accounts receivable functions that may include posting daily revenues and creating journal entries, maintaining and reconciling payment records, initiating claims for City payments to outside agencies, creating and providing regular financial reports to other City departments, placing orders for City event change funds and making employee accounts and requested changes in a city-wide cash receipting system.
- Creates regular billings such as Resource Recovery Facility (RRF) invoices and accounts receivable customer statements. Performs credit checks, opens and maintains RRF customer charge accounts.
- Provides back-up support to the Accounting Assistant I and the Accounting Services Supervisor positions as needed.

In addition to the Typical Duties, for the assignment of Public Works Maintenance Operations:

- Performs administration and maintenance of the fuel and equipment maintenance management systems, city wide UPS shipping and the Hazardous Waste program.
- Administration of citywide two way radio and pagers.
- Orders supplies, completes permit applications, automobile registration and tax forms.
- Creates and maintains purchase orders.
- Computes interdepartmental charge backs.
- Assembles annual budget documents and monitors expenditures.

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WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MINIMUM QUALIFICATIONS

Knowledge:

- Standard accounting principles and practices.
- Modern office administrative principles and practices, including the use of standard office equipment.
- Principles and practices of data collection and report preparation.
- Computer software programs related to the work, including word processing, database, and spreadsheet applications.
- Business mathematics.
- Record keeping principles and practices.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles and practices used in establishing and maintaining files and information retrieval systems.

Skills:

- Operate a 10-key calculator and type on a keyboard with speed and accuracy.

Abilities:

- Learn the operating procedures and policies of the division to which assigned.
- Make basic mathematical computations accurately.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and carry out oral and written directions.
- Process detailed paperwork in accordance with specific procedures and policies.
- Effectively organize assigned tasks and work within deadlines.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in difficult customer relations situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of education or experience that provides the above knowledge, skills and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or tested equivalent; and
- Two (2) years of general clerical experience, at least one of which included accounting or bookkeeping responsibilities.

LICENSES AND CERTIFICATES

- Possession and continued maintenance of a valid California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Volunteer experience with the City of Santa Cruz.

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Career Ladder

- Accounting Services Supervisor
- *Accounting Assistant II*
- Accounting Assistant I