

CITY OF SANTA CRUZ ACCOUNTING ASSISTANT I

Reports to Various reporting relationships

Supervises Nonsupervisory

Bargaining Unit Service

BASIC FUNCTION

Under supervision, performs basic accounting and/or cashiering tasks, responds to public inquiries and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the account clerk series. Incumbents perform the more routine and less complex accounting clerical assignments while learning City policies and procedures.

This classification is distinguished from the next higher classification of Account Clerk II in that the latter classification performs accounting work of greater complexity, requiring knowledge of standard accounting principles and methods, and substantive knowledge of City policies and procedures.

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

- Accepts and records payments from customers for City services, licenses, parking citation
 fines, parking permit fees, taxes, tickets and registrations, both in person and by mail; checks
 and balances cash received with cash register daily; prepares bank deposits and receipt reports.
- Processes and records accounts receivable billings and billing advices; issues, receives and processes applications for registration in various City programs.
- Maintains logs and revenue records; completes basic reporting and requesting forms such as purchase orders and requisitions.
- Responds to phone and in-person inquiries concerning assigned responsibilities; resolves routine complaints or problems; refers callers to appropriate staff as necessary.
- Computes and totals charges for inter-City department expenses such as vehicle, mileage, gas and oil, stores issues and vehicle repairs.
- Prepares and types various monthly and quarterly reports related to duties assigned and routine correspondence.
- Operates photocopying machine and other office equipment; collates, files and distributes copies as directed.
- Maintains established filing system, filing various records and documents and creating new files as necessary.
- Receives, sorts and distributes incoming and outgoing correspondence.
- Assists in maintaining office materials and supplies; runs necessary errands as requested.

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- Enters various data or records into computer system through standard computer terminals.
- Provides information to traffic court or small claims court regarding citations.

WORKING CONDITIONS

Position requires prolonged sitting, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities, with occasional standing and squatting. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Business math;
- Basic cash handling practices and record keeping;
- Basic computer applications used for word-processing and data management

Abilities:

- Make basic mathematical computations accurately.
- Count money quickly and accurately.
- Operate cash register software.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Read and write effectively and to follow written and verbal instructions.
- Accurately maintain basic logs and records.
- Act in a courteous and effective manner when dealing with the general public by phone and in-person.
- Perform routine typing of financial and statistical documents. (Note: Some positions in this class may require a typing skill of 45 wpm from clear copy.)

EDUCATION AND EXPERIENCE

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

- High school graduation or equivalent; and
- One year of cashiering or bookkeeping experience, including public contact and basic computer use.

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LICENSES/CERTIFICATES

• Some positions in this class may be required to possess, upon hire, and maintain a valid California driver's license and a safe driving record; or to provide an alternative means of transportation as approved by the appointing authority.

DESIRABLE QUALIFICATIONS

• Skill to use a 10-key calculator with speed and accuracy.

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Career Ladder:

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