JOB DESCRIPTION: Administrative Assistant - Accounting

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.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Excellent working knowledge of and ability to apply generally accepted accounting principles with special emphasis on municipal governmental accounting and reporting; ability to establish and maintain effective working relationships with accounting and audit officials in local, state, and federal government agencies, and in the private sector; ability to operate a computer (knowledge of Microsoft Office® with emphasis on Excel®), calculator, ability to type at a speed of at least 45 words per minute; and ability to communicate effectively orally and in writing. Knowledge of computers and automated accounting system with good working knowledge of common software programs.

ACCEPTABLE EXPERIENCE AND TRAINING:
Bachelor's degree in accounting, finance, public administration, business administration or a related field plus one year experience in financial management or accounting.

OR

Associate degree in accounting, finance, public administration, business administration or a related field plus two years experience in financial management or accounting.

OR

High school graduation or its equivalent, plus at least four years progressively responsible experience in advanced clerical work.

OR

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED:
Must be bondable.
Valid Texas motor vehicle operator's license or available alternate means of transportation.