



## ACCOUNTING ASSISTANT 2-MAINTENANCE

**Department:** Planning and Public Works

**Job Class #:** 918300

**Pay Range:** General 15

**FLSA:** Non-Exempt

**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible fiscal support work performing moderate to complex budget and accounting duties for a Maintenance division. Positions work under general supervision and are responsible for accounting work requiring broad knowledge of accounting principles and practices.

**SERIES CONCEPT:** The Accounting Assistant 2-Maintenance is the second level of the series. It differs from the Accounting Assistant 3 in that it requires less broad knowledge of accounting principles and practices, and is expected to perform less complex accounting and bookkeeping work.

### **ESSENTIAL FUNCTIONS:**

- Perform budget and accounting work involving the areas of accounts payable, balancing and being custodian of accounts, and/or other accounting support activities as required.
- Process and audit a variety of financial documents and accounting records, including but not limited to vouchers, claims for expenses, contract expenditures, payroll records, program files, time cards, and assure compliance with general accounting practices, state or county laws, contract provisions or grants.
- Perform accurate accounting of Washington State BARS account code distribution.
- Complete budget and grant accounting work including research, input, budget transfers, analysis, forecasting, estimates and revision.
- Input, balance and batch information into financial information systems; post accounts receivable.
- Monitor and reconcile budget documents, financial transactions, general expenses, contract expenditures, cash receipts and revenues; report discrepancies and/or over/under expenditures; make adjustments as assigned.
- Assist in the preparation of monthly reports; prepare daily, monthly and/or other scheduled reports.
- Review fiscal documents for accuracy, transfer data to various accounting reports and balancing ledgers.
- Prepare checks, vouchers and reimbursements; authorize issuance of checks or warrants; assign control numbers; assign warrant numbers.
- Assist with preparation of financial data for a variety of programs, including annual audits; develop and analyze data and prepare reports, budgets and spreadsheets.
- Assist customers by telephone and in person regarding billings, collections, delinquent accounts, procedures and regulations.
- Perform all tasks related to the preparation, auditing and maintenance of financial and accounting records.
- Perform routine to complex clerical and technical duties to complete assigned work.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours as assigned worksite.
- Meet travel requirements of the position.

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.
- May be on 24-hour call

**SUPERVISION RECEIVED AND EXERCISED:** Incumbent works independently and receives general supervision when assigned new or advanced tasks. Work is reviewed periodically by an administrative superior for accuracy and conformance to established policies and procedures and quality of service provided. This position does not supervise other employees but may lead or train the work of others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Accounting Assistant 2-Maintenance typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Generally accepted accounting principles (GAAP).
- Advanced bookkeeping principles and practices.
- Budgeting, accounting and reporting systems (BARS) mandated for local governments.
- Basic methods and techniques of governmental accounting and grant-fund accounting.
- Payroll principles and practices.
- Purchasing principles and practices.
- Principles, functions and inter-relationships of various financial and accounting systems within County government.
- General office procedures.

##### **Skill in:**

- Systems software, spreadsheet software and computers at the proficient level.

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#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Ability to:**

- Prioritize and organize complex accounting work and schedules.
- Classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements.
- Perform basic to complex accounting practices and mathematical calculations.
- Determine appropriate methods or accounting practices to research, analyze and prepare financial records and documentation.
- Communicate effectively both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Proficiently operate a variety of office equipment, including personal computers and calculators.
- Understand and follow written and verbal instructions.
- Work independently under general supervision.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** High school diploma or GED and two years of progressively responsible bookkeeping, accounting, auditing or closely related work experience required; college-level course work in bookkeeping or accounting may substitute for one-year experience.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.