

City of Ashtabula Job Description

Position Title: Accounting Assistant **Department:** Finance

Hours: 8:00 a.m. – 4:30 p.m.; Monday through Friday

Rate of Pay: 22.23 – 24.90 per hour.

Department Supervisor: Finance Director

Minimum Requirements:

- Associate Degree in accounting or equivalent
- 3 years experience in municipal finance and/or fund accounting
- An equivalent amount of experience and education

General Statement of Duties: Assists with the day-to-day operations of the finance department; carries out responsibilities in some or all the following functional areas: Billing, Accounts Receivable, Accounts Payable, Cash Handling, Payroll Processing and Department Support, Collections, Customer Service, Purchasing, Banking, Accounting and Data Entry and Retrieval.

Major Areas of Responsibility: Not Exhaustive

- Account Maintenance
- Billing
- Purchasing
- Payroll Processing and Support
- Cash Handling
- Customer Service
- Department Support

Primary Objectives

- Enhance and promote the integrity of the functions of the finance department
- Contribute to the safeguarding of the public funds
- Maintain the integrity of the finance and accounting software
- Implement best practices in the functional areas of public finance
- Implement internal controls, separation of duties, productivity, quality, and customer-service standards
- Timely completion of departmental duties

Specific Responsibilities of the Job

Billing

- Process bills
- Billing point of contact
- Maintain the integrity of billing software
- Annual Assessments

Data Entry/Account Maintenance/Payroll Processing and Support

- Enter function specific information into finance and accounting software
- Maintain documentation for data entry functions of the finance and accounting software
- Liaison to department heads for accounts payable information
- Produce, distribute and post financial reports from the finance and accounting software

Accounts Receivable/Cash Handling

- Balance the cash drawer
- Prepare department deposit & pay-in
- Review bank activity for ACH Deposits
- Download ach payments
- Process customer credit card payments

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Purchasing/AP

- Create requisitions as needed
- Request PO adjustment as needed
- Process AP as needed
- Process Payroll
- Issue emergency purchase
- Make approved purchase order adjustments
- Maintain accounts payable files

Customer Service /Department Support

- Compile statistics for financial statements and CAFR
- Assist with the preparation of the CAFR work papers
- Back-up phones and customer window
- Provide department support as directed

Required Knowledge, Skills, and Abilities

The individual should be self motivated, discerning and adaptable with the ability to access need, plan programs and execute plans without an excessive amount of supervision.

Job Requirements

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge and/or experience in municipal finance and operations
- Working Knowledge and/or experience in fund accounting and government purchasing methods
- Experience with finance and accounting software, Microsoft Office, email and voice mail
- Excellent written and verbal communication skills
- Ability to operate a computer, printer, fax machine, adding machine and other standard office equipment

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Work Environment

General office environment; work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.