



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### **Accounting Assistant**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

#### **POSITION SUMMARY**

Under general supervision, performs a variety of routine to difficult accounting and financial work including accounts receivable, accounts payable, utility billing and general administrative support functions.

#### **DISTINGUISHING CHARACTERISTICS**

This is an entry level clerical accounting classification. It is distinguished from the next higher level class of Accounting Technician I/II in that the latter performs paraprofessional accounting duties requiring greater training and experience and requiring less supervision.

#### **DUTIES AND RESPONSIBILITIES**

Essential responsibilities and duties may include, but are not limited to the following:

- Responsible for maintaining utility accounts; from initiating a new account, receipting payments, billing periodic usage, applying late penalties to closing the account.
- Produce routine and accurate billings to utility customers; issue late and shut-off notices as needed to customers; contact customers to discuss unpaid bills, negotiate payment plans, and perform collections on delinquent accounts.
- Coordinate with Public Works for meter readings and related activities, verify accuracy of meter readings, identify discrepancies and make corrections.
- Prepare, maintain and reconcile various financial, accounting, billing statistical and numerical records.
- Respond to customer inquiries by telephone, e-mail and in person, requests for information, complaints regarding water service and billing rates; troubleshoot and resolve routine customer problems, and assist customers with on-line bill pay.
- Proof data and makes corrections, enters financial data into computer systems; responds to inquiries regarding financial transactions, researches and resolves discrepancies, initiates adjustments as appropriate.
- Create and understand detailed computer generated reports and build query reports to extract specific information.
- Perform other related duties and responsibilities as requested by Finance Director.
- May prepare daily deposit.
- May generate or assist with generating invoices for accounts receivable.
- May process or assist with processing invoices for accounts payable.
- Performs a variety of clerical support duties such as maintaining files, preparing written correspondence, sorting and distributing mail, ordering supplies, processing building permits and work orders, assisting and informing the public and processing payments for various other Town collections as needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Basic bookkeeping and computerized financial record keeping principles and procedures.
- Word processing and spreadsheet software.
- Accurate mathematical skills.
- Proper English usage and correct spelling, grammar and punctuation.
- General office practices and procedures.

Ability to:

- Make accurate and rapid mathematical calculations and maintain accurate records and files.
- Understand and carry out oral and written instruction.
- Communicate effectively with the public.
- Maintain effective working relationships with those contacted in the course of work.
- Operate a variety of office equipment including a multi-line telephone system copier, scanning device, fax machine and computer.
- Use initiative and sound independent judgment within established procedural guidelines.
- Type accurately at a minimum rate of 40 net wpm.
- Input data accurately into spreadsheets and various computer programs.
- Organize and prioritize a high volume of work in order to meet recurring deadlines.
- Learn and utilize new technology and software.

## **MINIMUM QUALIFICATIONS**

High School graduate or equivalent and two (2) years of experience equivalent to that of an account clerk or bookkeeper, including use of computerized systems. Previous experience working for a public agency is desired.

AA/AS degree in business or accounting is desired.

## **SUPERVISION GIVEN AND RECEIVED**

Works under the supervision of the Finance Director and may receive project supervision from the Accounting Technician I/II. The incumbent does not exercise supervisory control over other employees.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: /s/ Steve Rogers \_\_\_\_\_ Resolution No. 3157-14  
Town Manager

Effective Date: 03-04-14