City of Bellingham
Classification Specification

CLASS TITLE	**Accounting Assistant I**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**106**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**AS/43-3031**

NATURE OF WORK:

Performs entry-level routine accounting and bookkeeping support duties for a specific departmental area. Processes payments, account receivable and account payable, applications and registrations; posts, classifies and balances entries; and compiles and inputs data to prepare and maintain reports based on established procedures. Provides general information and assistance to the public, City staff and outside agencies. May perform cashiering duties.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant I classification are entry-level accounting and bookkeeping support positions distinguished by the responsibility for performing financial data entry, assisting with the maintenance of financial related records and preparing simple financial reports in a specific area requiring basic knowledge and understanding of bookkeeping practices.

The Accounting Assistant I is distinguished from the Accounting Assistant II by the Accounting Assistant II's increased responsibility, skill and knowledge of bookkeeping and accounting practices required to maintain all accounting and fiscal records of a specific departmental function.

SUPERVISORY RELATIONSHIPS:

Reports to various levels of supervisors. May receive technical guidance and direction from higher classified staff. Works under close supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

ESSENTIAL FUNCTIONS:

1. Assists the public, City employees and representatives of outside agencies in processing payments, account receivable and account payable, applications and registrations. Responds to general inquiries in-person and by phone.

2. Sorts, classifies and codes entries and transactions in accordance with established department procedures, accounting coding systems and verbal instructions. Prepares billings within authority of position.

3. Maintains account records by posting and reconciling data. Identifies and resolves discrepancies in accordance with established procedures.

4. Posts and balances entries in appropriate journals, registers, logs or other records on a daily or periodic basis.

5. Receives, accounts for and safeguards cash, checks or other valuables; issues receipts and classifies and codes transactions.

6. Responds to a variety of departmental and public requests for information relative to assigned functions; provides requested information or services when authorized or refers to appropriate individual for response.

7. Compiles and verifies data to produce regular or special summaries, balances or other reports as required when pertaining to area of assignment. Maintains related files, logs or reports; distributes reports as appropriate.

8. Develops and maintains follow-up systems on reports or actions required on a periodic basis.

9. Organizes, classifies and enters data in a variety of computer programs such as financial software, word processing, spreadsheet and database applications.

10. Performs cashiering functions by receipting, balancing and depositing cash received by the City on a daily basis. Receipts financial transactions such as planning and business license fees, court payments, park deposits and utility payments.

10. May perform regular or back-up clerical, and/or reception duties for a department including typing and word processing a variety of written materials; arranging meetings, greeting and referring department visitors.

ADDITIONAL WORK PERFORMED:

1. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Basic knowledge of accounting or bookkeeping principles.
- Working knowledge of general office practices, procedures, and equipment.
- Working knowledge of standard business English usage, spelling, grammar and punctuation.
- Some knowledge of various filing systems (hard copy and computerized) and ability to accurately maintain them.

Skill in:
- Basic math skills including the ability to add, subtract, multiply, and divide with accuracy.
- Basic computer skills including spreadsheet software and word processing.
- Strong skills in providing customer service to internal and external customers using tact, courtesy and good intent.

Ability to:

- Apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.
- Organize, prioritize and independently perform work assignments.
- Perform repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.
- Understand and apply departmental policies, procedures, and guidelines.
- Operate standard office machines such as calculator, copier, fax machine, phone systems and computer terminal.
- Accurately and rapidly exchange money and record transactions.
- Communicate effectively with other employees, agencies and the general public using courtesy, tact and good judgment.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Move between work sites;
    - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed primarily at a computer workstation in a busy office environment with frequent interaction with the public and other City staff both in person and by telephone. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One-year clerical experience with financial services support, cashiering, record keeping, or basic bookkeeping

OR

- One-year of college or technical training in accounting support or related field.

AND

- Experience interacting with the public on a frequent basis required for some positions.
- Experience working with computer software to include: word processing, spreadsheets, database and computerized record keeping systems.
- Ability to type at level required by specific position.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check. Selected positions may require additional background screening and/or fingerprinting.

PREPARED BY: Kenny Consulting Co. **REVIEWED BY:** _____

9/87

Ameleah Sullivan
Interim Human Resources Director

REVISED BY: A.Silva
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12/24

COMMISSION ADOPTION: 12/11/2024