City of Bellingham
Classification Specification

CLASS TITLE	**Accounting Assistant II**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**107**
CS:	**Y**
FLSA:	**Y**
EEO/SOC CODE:	**AS/43-3031**

NATURE OF WORK:

Performs a variety of intermediate bookkeeping and accounting support tasks in accordance with established bookkeeping and accounting principles and procedures. Receipts, balances and deposits payments; audits and reconciles journals; logs, verifies and reviews data to determine variances; maintains and reconciles inventory records; maintains accounts and prepares financial related reports for a specific departmental function.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant II classification are intermediate level accounting support positions distinguished from the Accounting Assistant I classification by the increased responsibility, skill and knowledge of bookkeeping and accounting practices required to maintain all accounting and fiscal records of a departmental function. Incumbents perform more complex aspects of accounts payable and receivable, prepare financial reports and review and audit financial records for accuracy.

The Accounting Assistant II is distinguished from the Accounting Assistant III by the Accounting Assistant III's increased responsibility, organizational skills and knowledge required to perform full charge bookkeeping and accounting support assignments.

SUPERVISORY RELATIONSHIPS:

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

ESSENTIAL FUNCTIONS:

1. Maintains accounts by coding, processing and posting payables, receivables and purchase orders based on documentation, invoices and/or statements. Prepares and balances reports against actual income and expenses. Follows-up on delinquent accounts per law and procedure.

2. Audits financial records for accuracy, posts and reconciles journals, and registers logs or other records on a daily or periodic basis.

3. Maintains inventory of records, identifies inventory items from vouchers and invoices, processes inventory forms, edits inventory reports and reconciles monthly.

4. Calculates, posts, verifies and classifies data from varied sources to make summary reports as required; reviews data to determine variances and similarities. Verifies completed summaries against source documents which may involve statistical tabulations and calculations in accordance with established formulas, equations and technical data. Balances report or other records.

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

6. Types and edits correspondence, reports and statistical information.

7. 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:

- Knowledge of double entry bookkeeping principles and practices.
- General knowledge of governmental accounting and auditing practices.
- Working knowledge of general office practices, procedures, and equipment such as calculator, copier, phone systems and computer terminal.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Knowledge of various filing systems (hard-copy and computerized) and ability to accurately maintain them.
- Thorough knowledge of and ability to apply and explain City and departmental policies and procedures.
- Working knowledge of relevant city, state, local and federal codes, regulations, policies and procedures related to assigned areas of responsibility.

Skills in:

- Strong computer skills including data entry/retrieval, financial accounting systems, spreadsheet software, and word processing.
- Application of bookkeeping and fundamental accounting principles to the keeping of account records and the preparation of financial reports.
- Math skills including the ability to add, subtract, multiply and divide with accuracy.
- Time management skills with ability to prioritize workload for completion in a timely manner and meet deadlines while maintaining accuracy and attention to detail.

- Strong skills in providing customer service to internal and external customers using tact, courtesy and good intent.

Ability to:
- Read, understand and apply ordinances, laws, policies and procedures applicable to scope of work.
- Complete repetitive work quickly and accurately while maintaining close attention to detail, in an environment of constant interruptions.
- Search records quickly and accurately under immediate time pressures.
- Accurately and rapidly exchange money and record transactions.
- Independently investigate, evaluate and recommend solutions to accounting related problems.
- Compile and tabulate statistical data and prepare reports and summaries.
- Develop recommendations to improve routines and procedures in area of assignments.
- Communicate effectively with other employees, agencies and the general public using courtesy, tact and diplomacy.
- Establish effective working relationships with employees and other agencies.
- 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 thirty-five (35) pounds.

WORKING ENVIRONMENT

Work is performed primarily at a computer workstation in a busy office environment and includes a normal range of noise and frequent distractions. Work requires using a computer for extended periods of time.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of accounting support or bookkeeping experience including use of computerized financial record keeping systems.

OR

- Two years 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.
- Proficient use of computer software to include: word processing, spreadsheets, database and computerized record-keeping systems.
- Ability to type at level required for specific position.
- One year college or vocational courses in bookkeeping and business preferred.

NECESSARY SPECIAL REQUIREMENT:

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

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COMMISSION ADOPTION: 12/11/2024

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