



Job Description

Position:	Accounting Assistant I – A/R	FLSA Status:	Non-Exempt
Department:	Accounting	FTE:	Full Time
Reports to:	Assistant Accounting Manager	Revised:	July 2023

DEFINITION:

Under general supervision, to assist with and perform a variety of accounting and statistical record keeping and office support work; to prepare, maintain, and process of District fiscal records; to prepare and enter journal entries, to maintain accounts payable, accounts receivable, and other information and records; and to perform other job-related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced working level for District accounting and fiscal support functions. An incumbent is expected to maintain and assist with the maintenance of accounting and fiscal records, accounts receivable, billing/collection account and statistical records as well as assist with accounts payable. This level is distinguished from an Accounting Assistant II in that, the Accounting Assistant II is normally assigned more specialized fiscal support work requiring more in-depth knowledge of the District Payroll process, PERS and 457 reporting, payroll and other District related Journal entries, annual W-2 and quarterly payroll tax reviews, and other financial reporting requirements.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Assist customers with inquiries about receivable statements or invoices.
- Prepare and process new customer credit authorization form.
- Monitor the accounts receivable general mailbox.
- Post cash receipts to the accounting system daily.
- Assist with reconciling general ledger accounts.
- Processes sales data and prepare cash bank deposits for the scales operations.
- Prepare customer statements and invoices from time to time and send them to customers via mail or electronically.
- Maintain the customer database in the accounting software.
- Prepare accounting reports and related correspondence as needed or directed.
- Prepare and send delinquency notices as necessary.
- Provide assistance with the preparation of County, State and Federal reports as required.
- Provide customers and the public with information about District services, disposal requirements, or service billings.
- Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Assist with Interim and Annual Audits.
- Assist with and perform a variety of District accounting and fiscal record keeping and office support work.
- Enter all vendor invoices into the accounting system within 24 hours of receipt.
- Ensure all vendor invoices all posted to the correct account and cost center.
- Forward vendor invoices to the appropriate manager for approval and follow up to ensure approvals are provided in a timely manner.



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- Reconcile vendor statements monthly or more often as necessary.
- Prepare cash requirements report and prepare checks on a weekly basis.
- Communicate with vendors regarding invoicing questions and ensure current W-9 information is on file.
- Perform annual 1099 reporting.
- Maintain the vendor database in the accounting software.
- Assists with reconciling general ledger accounts.
- Maintain and administer the purchase requisition system.
- Monitor the accounts payable general mailbox and process information as necessary. Vendors should be encouraged to send their invoices electronically to accounts payable.
- Prepare and enter check deposits into the bank.
- Prepares accounting reports and related correspondence as needed or directed.
- Support management during annual year end audit.
- Perform other ad-hoc duties as assigned by management.
- Maintain the integrity of the historical records.
- Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- General purposes, methods, practices, and procedures of accounting, and financial record keeping systems.
- Various accounting software systems.
- Operation and use of the District's computerized scale and fee computation system.
- Correct English usage, spelling, grammar, and punctuation.
- Knowledge of purchasing processes.
- Familiarity with MS Office and Microsoft Excel.
- Experience with Microsoft Dynamics would be useful.

Ability to:

- Display a high level of integrity, organization, and a strong work ethic.
- Attention to deadlines.
- Ability to allocate and prioritize work assignments.
- Be a self-motivated fast learner with effective communication skills.
- Work as a team player.
- Perform a variety of financial and record keeping assignments requiring the interpretation and application of basic accounting principles.
- Perform a variety of general accounting support duties.
- Apply District financial record keeping and reporting requirements to work assignments.
- Use a computer and appropriate software to develop and maintain accounting database information.
- Deal tactfully, courteously, and efficiently with the public and other staff.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Communicate clearly and effectively both orally and in writing.



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Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

AA degree and/or three to five years of accounting work experience.

Special Requirements: None.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - While performing the duties of this class, employees frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 40 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Mental Demands - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment – Work is performed in an office environment; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with other District employees and members of the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print)

Date

Employee Signature