

**CITY OF BURIEN, WASHINGTON  
POSITION DESCRIPTION**

**ACCOUNTING ASSISTANT**

**NATURE OF WORK:**

Under the direction of the Senior Accountant, the accounting assistant performs a wide variety of general accounting duties such as purchasing, accounts payable, cash receipting, petty cash, and maintenance of accounting records and reports. This individual must be able to work under time pressure to meet deadlines, be flexible and willing to do other tasks when needed, and have the ability to work without direct supervision. This person must also exercise a considerable amount of judgment.

**ESSENTIAL JOB DUTIES:**

Coordinates the computerized purchase requisition and purchase order process with other departments, including maintenance of the vendor masterfile, maintenance of appropriate vendor contract files, printing of purchase orders, and integration of this system with the accounts payable process. Manages the computerized accounts payable process and accumulates, reviews, inputs vendor invoices for payment and prints reports; generates checks; files and maintains supporting documentation for official city records. Accumulates receipts from other departments, issues official treasurers receipts, posts activity to the computer system, makes bank deposits. Posts cleared claims and payroll checks and reconciles to bank activity. As petty cash custodian, issues reimbursements to city hall staff and is responsible for reconciliation and replenishment of the fund.

Periodically prepares manual vendor checks; proofreads finance department documents; orders forms and supplies; submits monthly court remittance to the State Treasurer; mails quarterly business gambling tax returns, including delinquent notices if applicable. Acts as backup for daily electronic banking duties and for payroll processing.

Submits pet licenses fees monthly to King County.

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily to reduce the risk of loss to city assets. This includes knowledge of appropriateness of accounts payable expenditures allowable for cities in the state of Washington.

Knowledge of governmental accounting principles and practices in accordance with established regulations and standards.

Knowledge of City government organization, functions, policies, and rules and regulations.

Knowledge of State of Washington Budgeting, Accounting and Reporting System (BARS) Manual.

Ability to prepare and process a variety of accounts payable and related records and reports.

Considerable knowledge of modern office practices, procedures, and equipment.

Ability to work in a fast-paced work environment, to handle multiple tasks, and to meet deadlines. Ability to work under pressure and with constant interruptions.

Ability to communicate effectively--orally and in writing, understand and follow oral and written directions.

Ability to work independently from general instructions and broad work expectations.

Ability to develop procedures for work activities and carry work through to completion using own initiative with minimal supervision.

Ability to establish and maintain effective relationships with other employees, vendors, the general public, appointed and elected officials and other public and private agencies.

Ability to greet the public, co-workers, and elected officials in a friendly, courteous and tactful manner and clearly convey a willingness to be of service and/or be open to resolving the situation at hand. Clearly explains self or answers when necessary. Takes the time to ensure message is easily understood. Closes all contacts courteously and appropriately.

Willing to be helpful; willing to negotiate schedule to accommodate another's needs.

Willing to use both good verbal and non-verbal behavior to show an open, accepting attitude.

Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and councilmembers.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

**EDUCATION AND/OR EXPERIENCE:**

High school graduation or equivalent required. Additional vocational or college education relating to bookkeeping, accounting, purchasing, office procedures, computer applications, or

related subjects is desired. A minimum of three years of increasingly responsible accounting clerical experience, including use of computers and 10-key calculator, is required. Ability to read, interpret documents, and calculate figures also required. Must be bondable. Washington state governmental accounting experience, knowledge of the Budgeting, Accounting and Reporting System (BARS) Manual, and knowledge of Microsoft Word for Windows and Excel are desired.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods ); see to read and analyze financial data; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public an/or interdepartmental contacts and pressure to meet timelines.

The noise level in the work environment is usually moderate.