

CITY OF CHELAN JOB DESCRIPTION

TITLE: **ACCOUNTING ASSISTANT**

DEPARTMENT: Finance

REPORTS TO: Finance Director

SUPERVISES: None

ADOPTED/REVISED DATE: 10/25/01

SALARY GRADE: Union

POSITION PURPOSE/SUMMARY

This persons primary responsibility is accounts payable and is the secondary receptionist for City Hall and Finance Department operations, principally involving telephone, cashiering, computer, office equipment and public assistance operations.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Processes City, Airport and Lake Chelan Sewer District accounts payable
- Receives utility payments and prepares bank deposits
- Balances Airport and Court bank accounts and prepares related reports
- Receipts Golf Course, R.V., Marina, Bumper Boats, Concessions and recreation cash deposits using BARS coding system
- Answers telephone and provides customer assistance at counter as needed
- Processes incoming and outgoing mail
- Duplicates and distributes City Council meeting packets
- Processes and records business license applications
- Orders office supplies
- Posts payments to utility customer accounts
- Processes RV park refunds
- Processes claim and payroll warrant redemptions
- Maintains and processes spreadsheets for accounts payable
- Prepares State Court remittance report
- Maintains meeting room use schedules
- Performs other related duties as needed

WORKING CONDITIONS

Work is performed in an office environment. Employee may be subject to some lifting and exposure to fumes, chemicals (ink and toners).

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Superior telephone and customer service etiquette and grammar
- Computer and office machine knowledge and skills
- Accuracy in processing records, accounts, money
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public
- Familiarity with the State of Washington Budgeting, Accounting and Reporting System (BARS)

QUALIFICATIONS REQUIRED

Graduation from an accredited high school or General Education Development (GED) supplemented with computer and effective communication skills

Notary Public License

Valid Washington State Drivers License with driving record free from serious or frequent violations

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.