

CITY OF RENTON

CLASS TITLE: ACCOUNTING ASSISTANT II (AC-6134)

BASIC FUNCTION:

Under the direction of the Fiscal Services Director, perform accounting duties of above-average difficulty in one of these areas of responsibility: accounts receivable, accounts payable, payroll, customer service, cashiering, or other accounting functions as assigned.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant II is the experienced-level classification of the series. Incumbents independently perform accounting duties of above-average difficulty and assist staff from other departments to process transactions properly in the distributed data entry or receipting systems. Accounting Assistant III is the advanced-level classification in the series. Incumbents perform complex and responsible clerical duties such as preparing system control reconciliations, tax or other inter-jurisdictional charge calculations, and related duties. Accounting Assistant I incumbents provide routine accounting support of average difficulty which requires limited experience in accounting work. Incumbents receive training in the functions of their assigned areas.

REPRESENTATIVE DUTIES:

***Process vendor payments, customer billings, payroll, or other related transactions pertaining to assigned duties.**

***Review invoices, purchase orders, reimbursement requests, travel vouchers, billings, payroll or other transactions for completeness, compliance with established policies and procedures, and proper authorization; resolve problems before preparing for data entry.**

***Enter transactions into the accounting system after reviewing for accuracy.**

***Review data entry audit, resolve problems and post transactions.**

***Review transaction journal, control reports, and other system reports to ensure data integrity.**

File reports, transaction documents, and other related items according to established methods and index.

Respond to staff and public inquiries as appropriate and allowed by related laws, regulations, and policies.

Assist other departments' staff to process transactions properly in a distributed data entry or receipting system to assure their procedures are in compliance with State and City policies and procedures.

Coordinate with other staff to assure timely processing of all transactions.

Apply appropriate policies and procedures, rules and regulations, and assure transactions are recorded accurately.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and terminology related to accounts receivable, accounts payable, payroll, cashiering and other duties as assigned.
- Applicable laws, codes, regulations, policies and procedures.
- Oral and written communication skill.
- Customer service techniques and etiquette.

ABILITY TO:

- Serve the public and City staff courteously.
- Use chart of accounts, laws, codes, policies and procedures that pertain to assigned duties.
- Operate ten-key by touch.
- Perform accurate and fast data entry on computer key board.
- Reconcile customer, vendor, and payroll accounts.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with department staff and staff from other departments.
- Perform all tasks in the assigned functional area independently with minimum direction and supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business bookkeeping and accounting courses and two years of experience in an accounting or bookkeeping function.

WORKING CONDITIONS:

Work is performed in an office environment.

* *Denotes an essential function*

August 1992