

## **ACCOUNTING ASSISTANT II**

### **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 maintain accounts payable, accounts receivable, payroll, 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, such as accounts payable, accounts receivable, payroll, and billing/collection account and statistical records. This level is distinguished from Accounting Assistant I in that incumbents are expected to perform a wider range of fiscal support work on a more independent basis. This class is distinguished from Accounting Technician, in that Accounting Technician is normally assigned more specialized fiscal support work requiring more in-depth knowledge of the District Journal and financial reporting requirements.

### **REPORTS TO**

Finance Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

### **EXAMPLES OF DUTIES**

Assists with and performs a variety of District accounting and fiscal record keeping and office support work; opens, verifies, balances and adjusts accounts payable and accounts receivable; assists with maintaining and balancing ledger accounts, checking and adjusting irregularities; performs a variety of assignments in the development and maintenance of the District payroll system for regular and part time employees, computing hours, rates, and deductions; processes and maintains health insurance and benefit information; reconciles bank accounts; processes sales data and prepares deposits for Last Chance Mercantile sales; maintains gate card activity records; posts, assembles, tabulates and compares financial data; prepares daily cash deposits for scale operations; prepares warrants, invoices, time records, purchase requisitions, purchase orders, and other fiscal documents; compares, reviews and files bills, vouchers, warrants, and other records; prepares and checks various statistical or accounting tables and reports; keeps journals or subsidiary ledgers; prepares accounting and statistical reports; may prepare bills and delinquency notices; maintains cash account records; reviews claim vouchers; may assist with the preparation of County, State and Federal reports; provides clients and the public with information about District services, disposal requirements, or service billings; prepares letters and reports; operates office equipment such 10-key adding machine, calculator, computer terminal, copier, FAX and other equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

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; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Normally work is performed in an office environment; some exposure to outdoor conditions; regular contact with other staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- General purposes, methods, practices, and procedures of accounting, financial, and statistical record keeping systems.
- General bookkeeping principles and procedures.
- Fiscal record keeping systems, procedures, and requirements of the Monterey Regional Waste Management District.
- Operation and use of the District's computerized scale and fee computation equipment.
- Modern office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

### **Ability to:**

- Perform a variety of financial, statistical, payroll and budget 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
- Assist with the preparation of financial statements and other specialized reports.
- Make mathematical calculations quickly and accurately.
- Identify and correct errors in mathematical computations and financial documents.
- Operate calculators and use a typewriter/computer keyboard at a skill level and with the degree of accuracy required to meet job standards.
- 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.
- Adhere to an assigned work schedule and meet District attendance standards.

### **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:

Two (2) years of financial or statistical record keeping work experience comparable to that of the Monterey Regional Waste Management District job classification of Accounting Assistant I.

### **Special Requirements:**

None.