

DEFINITION:

Under general supervision, performs complex paraprofessional accounting work of a technical nature.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are characterized by the assignment of the most difficult and responsible specialized types of paraprofessional accounting work.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Performs full-charge bookkeeping for one or more separate legal entities.

Measures: Timeliness and accuracy of work.

2. Performs specialized areas of accounting (i.e., fixed assets, special assessments and reconciliation of a variety of accounts; analyzes statements and financial reports, etc.)

Measures: Internal and external audits as well as customer satisfaction; Treasurer, Finance and Finance reports are in agreement.

3. Reviews and audits various purchasing, customer and/or accounting data; assists in preparation of RFP banking services and providing price comparisons.

Measures: Timelines and accuracy of work and internal auditing by supervisor; notes the strength of the financial institutions, and prepares a thorough cost .

4. Input of a variety of information into online data base.

Measures: Timelines and accuracy of work.

5. Performs daily assignments to upload/download meter readings to master utility files and maintains PC based files and reports.

Measures: Completes daily assignments within scheduled processing times.

6. Verbal and written communications with customers and City departments regarding purchasing,

customer inquiries and/or accounting transmittals.

Measures: Good working relationships with departments and measured customer satisfaction.

7. Performs related duties as assigned.

Measures: Timeliness and accuracy of work.

### QUALIFICATIONS:

#### Knowledge of:

Full-charge bookkeeping, purchasing and bid procedures, utility billing process, computer operations and a working knowledge of accounting procedures and practices.

#### Ability to:

Interact effectively with the public and employees. Work independently; perform mathematical computations and make independent judgements concerning accounts; operate a computer terminal and personal computer; operate personal computer software and maintain and support personal computer integrity; operate a calculator and other appropriate office equipment. Type 30 wpm.

#### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include an Associate of Arts degree or equivalent.

#### Experience:

Typical experience would include three years relevant, progressively responsible work in the areas of accounting support, commercial purchasing work or utility billing.