

# ACCOUNTING ASSISTANT I

## **JOB PURPOSE & SUMMARY**

This is general clerical support work in the accounting field for Clark County.

An employee of this class is responsible for performing routine accounting activities for a variety of financial record keeping, reporting and account maintenance procedures. An employee may be responsible for routine accounting functions within a given work area or department.

The performance of work in this class requires employees to have initiative in carrying out recurring and routine assignments independently. Work may include a variety of different methods of financial record keeping. Work performed may consist of simple posting entries to work sheets, journals, ledgers or on-line computer system. Results of work seldom have any impact beyond the immediate organizational unit. On-the-job Training normally requires 3 to 6 months before incumbent is capable of working without frequent supervision.

The employee must possess a general knowledge of accounting practices as related to the position. The employee must be able to perform at a level of understanding which would facilitate preparation of non-technical accounting reports as required by the immediate supervisor or division head. Guidelines are available in the form of regulations, policies, procedures, instructions and performance standards.

Personal contact with the general public is on a limited basis. Contact is usually made with other employees within the immediate division, department or with employees of other County departments.

## **CLASSIFICATION DISTINCTIONS**

Incumbent works with some independence in the performance of routine job duties but receives detailed instructions and close supervision when assigned new or non-routine tasks. Work is reviewed for thoroughness, accuracy and conformance to established policies and procedures by supervisor.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Receives, receipts and calculates various payments, fees and fines; makes proper distribution and manually records entries or codes incoming material for automated data entry.
- Posts to open or more general or special books of account such as warrant registers, cash receipts journal, payroll register, school district allotment and expenditure register, program ledger, revenue ledger, tax receipts journal, trust fund ledger.

- Prepares routine, recurring reports reflecting status of accounts, including budget allotment balances by department or program areas within a governmental unit.
- Prepares recurrent fiscal reports for department, State or Federal regulatory and taxing agencies.
- Reviews vouchers, invoices and other documents for payment to determine accuracy and completeness and to resolve discrepancies. Compares charges to purchase orders, field orders and receiving reports to verify accuracy. Checks propriety of account coding, checks account balances, other accounts, previous entries and other input or proof data.
- Verifies and enters details of transactions as they occur in general or detail ledgers from items such as sales slips, invoices, check stubs, inventory records and requisitions.
- Summarizes details on separate ledgers, using adding or calculating machines, and transfers data to general ledger or on-line computer.
- Provides information and advice concerning specialized or technical services rendered and related office functions, including response to problems and questions raised by the public served or by co-workers.
- Files correspondence, cards, forms, invoices, receipts and other records in alphabetical or numerical order, according to subject matter or through some other system. Reads incoming matter, sorts according to file system and places in file. Locates and removes material from files when requested. Keeps record of materials removed and traces missing file folders.
- Operates typewriter, computer terminal or word processing equipment in performance of routine clerical duties to maintain business records and reports. Types reports, business correspondence, forms, addresses and other matter from rough draft or corrected copy. May type on or from specialized forms.
- Performs related duties as required.

**QUALIFICATIONS**

- One (1) year of general office experience;

**- OR -**

- One (1) year (45 credit hours) of post-secondary office, accounting or bookkeeping occupational training or education may be substituted for the required experience.

**Knowledge of....**general office practices and procedures; the application of bookkeeping principles and accounting transactions.

**Ability to....**operate standard office equipment such as computer terminals, printers, typewriters, adding machines, calculators and cash registers; establish and maintain effective working relations with co-workers, supervisors and the general public; post and make arithmetical computations rapidly and accurately; learn specialized bookkeeping procedures; maintain detailed books of accounts, including preparation of recurrent financial reports; sit or stand for long periods of times while performing routine repetitive functions.

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