CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW631
Classification Specification: ACCOUNTING SERVICES ASSISTANT 3
Salary Range: AF 22
Position Description: Accounting Services Assistant 3
Incumbent:
Location: Public Works Operations - Administration

GENERAL PURPOSE:

Under the direction of the Administrative Supervisor, perform a variety of difficult and complex accounting tasks involved in the preparation and maintenance of financial and statistical records.

Work is characterized by a variety of complex clerical, accounting and record-keeping duties. Duties and responsibilities include, but are not limited to, key entering payroll information, collecting, reconciling and correcting requisitions, invoices and statements, verifying that goods being paid for have been received, issuing, tracking and billing water meter permits, maintaining complex spreadsheets, preparing purchase orders, processing reimbursements and maintaining departmental files. The incumbent is also required to apply advanced skills with spreadsheet and database software in performing technical duties and preparing reports.

Work is performed under general supervision. Supervisor defines objectives, priorities and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Incumbent is frequently required to perform work under pressure for deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receive requisitions, enter correct vendor number and code and send to vendors.

Check packing slips against invoices to ensure the city receives goods and services for which it pays.

Trouble shoot invoices without requisitions, determine where they belong and send them to appropriate departments. If already incorrectly billed to Public Works, fill out paperwork to reverse charges by journal entry.

Run check detail, forward to superintendents to verify for accuracy and signatures.

Make journal entries if a monetary amount needs to be moved from one account to another because of budget changes or incorrect data entry.

Process paper work for hydrant water meters, calculate the amount of water used, prepare billing, make collection calls for expired hydrant permits, request return of equipment and work with permit users to get meters returned.

Research prices, availability and problems with vendors; complete set up letters to get a vendor number.

Maintain financial records related to revenues and expenditures and monitor so that department does not go over budget when purchasing supplies or services.

Help prepare, maintain and update complex spreadsheets relating to projects.

Verify, balance and adjust invoices to prepare for purchase orders and send out appropriate paperwork for new vendors; prepare purchase orders for payment making sure to obtain proper signatures based on departmental and city guidelines; prepare, separate and make copies of purchase orders and invoices for payment.

Enter purchase orders into accounts payable system while following guidelines for accuracy and time lines; run necessary reports and reconcile purchase order batch.

Help maintain departmental files containing documents such as purchase orders, payroll records, telecommunications bills, contracts and maintain and update the computer publications library; prepare out-dated material for storage and label with destroy dates.

Assist the Accounting Technician and fill in as needed by collecting timesheets, verifying and reconciling the accuracy of the time records and entering data into the payroll system and run appropriate reports and reconcile time records against those reports. Assist with fuel billing maintenance and equipment distributions as needed.

Maintain accurate files of payroll information making sure to meet payroll deadlines as requested by the Accounting Technician.

Monitor and disburse petty cash.

Coordinate assigned accounting activities with other City financial functions.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances
- Principles, practices and procedures of governmental accounting and bookkeeping
- Financial and statistical record-keeping techniques
- Oral and written communications skills
- Technical aspects of field of specialty
- Modern office practices, procedures and equipment including computers and related software such as word processing, spreadsheet and database programs

SKILLED IN:

- Using computer spreadsheets and databases in the analysis and review of complex financial information
- Performing complex calculations in accordance with applicable rules and standards; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio, and percent
- Using correct English grammar, spelling, punctuation and vocabulary
- Using interpersonal skills effectively in a tactful, patient and courteous manner
- Working with large volumes of detailed written material efficiently and accurately.

ABILITY TO:

- Read, comprehend, apply and explain general rules, instructions and procedure manuals, governmental regulations, City policies and procedures
- Effectively utilize modern office practices, procedures and equipment listed below including personal computers and related software such as word processing, database and spreadsheet programs
- Work confidentially with discretion
- Apply bookkeeping and financial record-keeping principles to the accurate maintenance of complex financial and accounting records
- Process financial documents rapidly and accurately
- Maintain records, reports and data
- Use proper telephone etiquette and techniques to properly assist a diverse assortment of inquiries and persons
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action

- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Organize and prioritize work assignments to meet schedules and time lines
- Complete work despite many interruptions
- Manage multiple tasks
- Process large volume of error free work in a timely manner

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school including or supplemented by courses in

business, bookkeeping and accounting; and

Experience: Three (3) years of increasingly responsible administrative accounting

experience involving the maintenance of complex financial records and

statistics.

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

None

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software including MS Office 97 suite, printer, copy machine, multiline telephone, fax machine, copy machine, calculator and other equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk and hear normally with or without mechanical assistance. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision;

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depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment subject to evening work to meet critical time lines. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and citizens; and may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

SIGNATURES:					
Incumbent	Date		Supervisor	Date	
Approval:					
Department Director/Designee Date		Employee Services Director		Date	

**Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant; or,

if the duties of this position are changed significantly.

Revised 1/19/2000