



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Accounting Assistant I
Department: Governance and Administrative Services
Supervised By: Accounting Manager
FLSA Status: Non-Exempt
Revision Date: February 2022

JOB SUMMARY

To perform a variety of accounting clerical functions including processing payments, bills and payroll, answering customer inquiries, and preparing a variety of weekly, monthly, quarterly and year-end financial and/or statistical reports.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant I is the entry-level clerical classification in the Accounting Assistant series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Accounting Assistant I classification is distinguished from the Accounting Assistant II by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Accounting Manager.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Gather, tabulate, proof and maintain various statistical and financial data and records for such processes as accounts payable, payroll, accounts receivable and general ledger accounting.
- Prepare a variety of weekly, monthly, quarterly and year-end financial reports such as W2, 1099 and Payroll Taxes. May prepare special reports such as engineering hours charged against specific projects.
- Post, check, balance and adjust accounts; enter data into computer and produce reports and registers.
- Perform manual check processing and assist in reconciliation of bank statements.
- Prepare and process customer billings including sewer and water bills.
- Respond to customer inquiries, escalating the more difficult questions/customers as necessary.
- Receive and account for money and payments.
- Prepare bank deposits and deposit receipts and deliver to bank.

- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Research discrepancies in assigned area(s) of responsibility and, according to established procedures, make appropriate corrections.
- Provide documentation and assistance during annual audit.
- Maintain and track credit card accounts for District employees.
- Process benefits claim forms submitted by employees.
- Provide back-up assistance to other accounting staff.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Methods, terminology and practices used in financial and accounting work.
- Basic office practices and procedures.
- Effective customer service skills.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Perform accurate mathematical calculations using addition, subtraction, multiplication and division.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Ensure compliance with and timely processing, filing, and/or payment of all Federal, State, and local reporting mandates and deadlines.
- Type and prepare a variety of financial and statistical reports.
- Utilize spreadsheet, word processing and other related software packages to generate work.
- Effectively use and maintain a variety of filing systems and accounting records.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The successful completion of high school or the equivalent.

Experience: One (1) year of general finance, accounting, or similar experience.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally

Stooping	Occasionally
Working at heights (6 feet above ground)	Rarely
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Continuously
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Continuously
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet

Shelves/Storage

6 inches above head

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Occasionally
Problem Solving	Occasionally
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

APPROVED BY: Sean Barclay, General Manager on February 16, 2022