

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Accounting Assistant
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under direct supervision, the purpose of the job is to perform routine accounting and administrative support work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at support staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes posting, data entry, maintenance and reconciliation tasks relevant to assigned functional areas, e.g., billing, purchase orders, invoices, payroll, accounting records and reports.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs support level accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting principles and auditing standards; ensures maintenance of proper audit trails and verification for all processed work.
- Receives and performs data entry tasks for various billings and payments relevant to accounts payable and/or receivable functions, e.g., invoices, requisitions, purchase orders, check requests, billings, payroll, petty cash receipts, payments, stop payments.
- Performs posting, data entry, and maintenance tasks relevant to assigned functional areas, e.g., purchase orders, billing, invoices, accounting records and reports.
- Performs verification tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Generates various system reports and receipts, and ensures accuracy, e.g., billing, payroll processing, personnel accounting processing, insurance billings.

Accounting Assistant

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by one (1) to two (2) years responsible experience in accounting work, e.g., processing invoices and requisitions, budgeting, payroll processing, payments, stop payments, maintaining general ledger accounts; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge in the principles and techniques of customer service skills.

Ability to understand and follow written and oral instructions.

Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing routine mathematical computations and tabulations accurately and efficiently.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.