# CITY OF BRAWLEY

## JOB ANNOUNCEMENT

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| **DEPARTMENT:** | **Finance** |
| **POSITION:** | Accounting Assistant |
| **SALARY:** | $2,741.55 - $3,271.55/month (Range 16) |
| **EXAM TYPE:** | Oral Interview |
| **DUTIES:** | See job description |
| **QUALIFICATIONS:** | High School diploma or GED. Two years of accounting experience required. |
| **APPLY TO:** | Personnel – City Administration Offices<br>383 Main Street<br>Brawley, CA 92227<br>(760) 351-3057 |
| **APPLY BY:** | September 26, 2019 by 5:00 PM |

**CITY OF BRAWLEY**

**CLASS TITLE: Accounting Assistant**

**BASIC FUNCTION:**
Under general supervision, performs accounting and clerical work involving the maintenance and verification of financial records in manual and automated systems; may require the application of elementary bookkeeping principles and practices to the maintenance of financial accounts; and performs related work as required.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- Performs various financial record-keeping work, data entry, review and reconciliation journal entries, utility account adjustments, bank account, requisitions, purchase orders, invoices, accounts payable, and accounts receivable.
- May assist in the preparation of biweekly payroll: prepare timesheets for all departments, data entry, production of printed checks and related payroll reports, processing of wage withholding orders and PERS.
- Assists with utility billing processing and distribution.
- Records revenues, disbursements and transfers of City funds. Computes bills, rents and other charges for billings or other recording purposes.
- Processes returned bank items and processes correspondence.
- Provides customer service at utility counter; receives payments for utility bills, fees, rents, taxes, permits, deposits, licenses and other sources; balances cash and prepares cash reports.
- Requisitions parts, materials and supplies; verifies invoices against Purchase Orders and maintains inventory.
- Classifies and verifies accounts payable invoices for accuracy and completeness; determines appropriate account number for posting and payment; monitors expenditures and account balances.
- Word processing, typing and filing of financial documents, reports, and correspondence.
- Prepares financial reports and analysis.
- Performs receptionist duties for both Finance and Utility Billing Departments.
- Performs duties of a Senior Accounting Assistant as needed.

OTHER DUTIES:

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Considerable knowledge of the principles and procedures used in accounting
- Municipal or utility accounting operations
- Familiarity with software: Microsoft Office, (Excel, Word, PowerPoint) and Windows Operating System. Knowledge of Fundbalance is desired.

ABILITY TO:

- Ability to prepare and submit clear, concise and accurate reports either orally or in writing;
- Read and interpret complicated rules and regulations.
- Ability to establish and maintain effective working relationships with employees, City officials and the general public.
- Work cooperatively with others.
- Operate a typewriter, ten key calculator, copier, fax and computer.
- Adapt EDP methods to a variety of financial accounting procedures.
- Type 50 wpm.

**EDUCATION AND EXPERIENCE:**

High school education or equivalent; a minimum of two years of accounting-related experience required.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment – phones ringing, customers and co-workers talking. Noise level is moderate and sources include copier, printers and calculators. The area is air conditioned with heat from the outdoors as customers enter the lobby.

PHYSICAL DEMANDS:

The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.