



Hi-Desert Water District Classification Specification

Job Title: Administrative Accounting Assistant

Job Grade: 5

FLSA Status: Non-Exempt

Date: May 20, 2010

JOB SUMMARY

Under the general supervision of the Chief Financial Officer or Controller, the Administrative Accounting Assistant performs a variety of administrative tasks in support of the Finance and Customer Service Departments.

SUPERVISION RECEIVED / EXERCISED

The Administrative Accounting Assistant works under relatively close supervision performing the more routine and repetitive accounting and clerical tasks in support of the accounting, customer service and billing departments.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Assists the CFO, and others as directed, with a variety of accounting, clerical, administrative, and customer service functions.
- Reconciles various bank accounts on a monthly basis.
- Processes delinquent accounts for collections and prepares annual liens.
- Gathers and organizes a variety of information and materials.
- Establishes and maintains a variety of office and Department files.
- Prepares correspondence, memoranda, and other items.
- Performs a variety of special studies and prepares reports.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Performs duties, as directed, to cover for lunches, sick days, vacations, and other scheduling needs of the Customer Service Department.

- Operates a variety of office equipment and computers in the performance of work assignments.
- May provide work coordination for other office support staff.
- Performs related duties as assigned.

JOB SPECIFICATIONS

Knowledge of

- Understanding of basic accounting functions
- Operations, procedures, policies, and precedents of District administration
- Development and maintenance of filing and recordkeeping systems.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.

Skills and Abilities

- Perform at Intermediate skill level in Excel, Word, and Outlook, including set-up and maintenance of an Excel spreadsheet
- Perform advanced data entry and 10-key functions
- Perform a variety of administrative support work.
- Perform a variety of accounting support work
- Provide work coordination for other District office support staff.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Utilize office equipment, computers and applicable software in the performance of office and administrative support assignments.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Communicates orally with District management, co-workers, and the public in one-on-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, calculators, copiers, and FAX machines.
- Intermittently reads, writes, types, staples, clips, files.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction

QUALIFICATIONS

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- One to three years of increasingly responsible experience in performing a variety of office support work.
- One or more years work experience within an accounting or finance related position.

License / Certificate:

- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.