



ACCOUNTING ASSISTANT 1

Department: Multiple
Job Class #: 150300
Pay Range: General 11

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is entry-level accounting work for Pierce County. Employees in this classification work with some independence in the performance of routine job duties, receiving detailed instruction and close supervision when assigned new or non-routine tasks. Duties include performing routine bookkeeping activities for a variety of financial record keeping, reporting and account maintenance procedures. Work involves repetitive operations and judgment is limited to clearly defined work procedures and priorities. Duties require the application of bookkeeping procedures to the maintenance of various accounts and the performance of related clerical duties. Work is reviewed by an administrative superior upon completion for quality, thoroughness, accuracy and conformance to established policies and procedures.

ESSENTIAL FUNCTIONS

Prepares input documentation for electronic posting to open general or special books of account such as cash receipts journal, payroll register and expenditure registers.

Prepares routine, recurring reports reflecting status of accounts, including trust fund receipts and disbursements.

Prepares bookkeeping entries for posting, reviews classes of payments for accuracy and completeness, and resolves discrepancies. Checks proper account coding, account balances, previous entries and other input or proofs data as required.

Verifies and enters details of transactions in general or detail ledgers from items such as sales slips, invoices, check stubs, inventory records and requisitions.

Summarizes detail on ledgers using adding or calculating machine and transfers data to general ledger or posts directly to general ledger.

Inputs data to maintain business records and reports; produces reports, business correspondence, forms, addresses and other matter from rough draft or corrected copy.

Files correspondence, cards, forms, invoices, receipts and other records in alphabetical or numerical order, according to subject matter or through some other system. Reads incoming material, sorts according to file system and places in files. Locates and removes material from files when requested. Keeps record of materials removed and traces missing file folders.

Provides information concerning specialized or technical services rendered and related office functions, including response to problems and questions raised by the public served or by subordinates. Posts information to system. Utilizes computerized systems to provide specialized information. Maintains receipts and determines proper classification and distribution of funds received; prepares

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distribution of funds to be disbursed within the guidelines of court orders; and prepares distribution of funds to proper BARS accounts.

OTHER JOB FUNCTIONS

Answers telephone, takes and delivers messages and refers calls to the proper person or department. Performs public reception, greets visitors and directs them to the proper person or department.

Performs other related duties as required, which may include more difficult and responsible tasks that may be required to aid the department, and provide development of the employee for future advancement.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern professional accounting principles and practices including application of bookkeeping principles and accounting transactions.

Knowledge of general office practices and procedures.

Ability to operate office equipment and personal computers associated with the position at an occupational level.

Ability to post and make mathematical computations rapidly and accurately through use of calculator. Ability to learn specialized bookkeeping procedures.

Ability to maintain detailed books of account, including preparation of recurrent statements of balance and status.

Ability to communicate effectively, both orally and in writing, and to establish and maintain effective working relations with co-workers, public and private officials, and the general public.

Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

One or more years of accounting, bookkeeping, or closely related work experience; or equivalent course work in accounting, bookkeeping, or closely related subjects relevant to the duties of the position or any combination of experience/education which would clearly indicate the ability to perform the duties of the position.