



ACCOUNTING ASSISTANT 4

Department: Multiple
Job Class #: 151200
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: No

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 supervisory and technical accounting work for Pierce County. Employees in this classification supervise and direct the activities of a fiscal record keeping unit comprised typically of a staff of five to ten employees. Work requires a thorough understanding of fiscal procedures within the department. Work requires interaction with customers to solve problems and answer inquiries. While these positions involve responsibility for evaluation and revision of procedures as they apply to the department, they differ from the professional accounting series in that evaluation of accounting summary data and complex, comprehensive accounting procedures are not normal job assignments. Work also involves providing technical assistance and training to staff members. Employees function with considerable independence and may exercise independent judgment, within the framework of existing policies and procedures. Work is performed under administrative supervision and is reviewed by an administrative superior through periodic conferences for the effective management of the work units.

ESSENTIAL FUNCTIONS

Coordinates and supervises program budget and budget changes, analyzes budget variance. Controls expenditures in accordance with budget allocations, reviews proposed expenditures to determine compliance with allotted budget, and recommends approval or disapproval of expenditures.

Supervises and coordinates activities of accounting support workers. Determines work procedures, prepares work schedules and determines methods for expediting workflow. Issues instructions and verifies work for accuracy, neatness, and conformance to established procedures and policies.

Makes day-to-day decisions regarding the accounting treatment of financial transactions; responds to problems encountered by subordinate staff.

Provides information necessary for completion of fund request forms and grant applications.

Prepares forms necessary for funding consideration.

Provides information and advice concerning specialized or technical services rendered and related office functions, including response to difficult problems and questions raised by the public served or by subordinates.

Recommends subordinates for reassignment, promotion, or termination; performs evaluations of work assignments on the job.

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Trains senior accounting workers in new departmental procedures or operation and maintenance of machines and equipment as required. Prepares training manuals, presides over training classes, and trains personnel in application of new systems.

Prepares management correspondence and memos regarding non-routine matters.

OTHER JOB FUNCTIONS

Analyzes operating procedures to devise most efficient methods of accomplishing work. Analyzes data gathered, develops information and considers all available solutions. Recommends implementation of and installs new system if appropriate.

Supervises data collection for the preparation of financial reports on departmental activities and of the quarterly and yearly financial statements.

Coordinates activities of department with interrelated activities of other departments to ensure optimum efficiency, economy, and for transfer of information.

May perform complex and technical duties in assisting customers by telephone or in person concerning billings, collections, delinquent accounts, procedures and regulations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of accounting principles, theories, concepts and terms, including double-entry bookkeeping.

Considerable knowledge of the procedures and practices of the general office, and of modern office management and supervision of standard record maintenance procedures applicable to the special field to which assigned.

Considerable knowledge of the basic practices and principles of customer service to include telephone techniques and etiquette.

Knowledge of accounting practices, procedures and equipment.

Ability to plan, direct, coordinate and evaluate the activities of subordinates.

Ability to keep or supervise the keeping of complex records and prepare periodic reports from such records.

Ability to maintain composure and relate effectively to irate or emotional customers.

Ability to effectively communicate both orally and in writing.

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Ability to acquire knowledge of specialized procedures and subject matter encountered in work assignments.

Ability to operate office equipment associated with the duties of the position.

Ability 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

Two or more years of college coursework with major emphasis in accounting, bookkeeping, or related field and three or more years of related work experience with at least two years of supervisory/lead experience. Bachelor's degree in accounting, management or other business-related are desirable. Additional education and experience may substitute for the recruiting requirements.