

## CITY OF BURIEN, WASHINGTON

### JOB DESCRIPTION

**Title:** Accounting Assistant

**Dept.:** Finance

**FLSA Status:** Non-Exempt

**Reports to:** Accounting Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **General Position Summary**

The Accounting Assistant performs a wide variety of general accounting duties such as accounts payable, cash receipting, petty cash, purchasing, and maintenance of accounting records and reports.

#### **Essential Functions**

- Supports and models the identified vision, values and behaviors of the organization.
- Manages the computerized accounts payable process. Reviews, verifies, and inputs invoices for payment, posts activities, prints reports, generates checks, files and maintains supporting documentation for official city records.
- Coordinates the computerized purchase requisition and purchase order process with other departments, including maintenance of the vendor master file, maintenance of appropriate vendor contract files, printing of purchase orders, and integration of this system with the accounts payable process.
- Collects receipts from other departments, agencies and businesses.
- Issues official treasurers receipts.
- Makes bank deposits.
- Posts cleared claims and payroll checks and reconciles to bank activity.
- Maintains, issues reimbursements, and reconciles petty cash fund.
- Prepares manual vendor checks;
- Mails quarterly business gambling tax returns, including delinquent notices if applicable.
- Submits quarterly state surcharge fees on building permits and monthly plan review fees to appropriate agencies.
- Serves as petty cash custodian.
- Performs other duties as assigned.

#### **Secondary Functions**

- Proofreads finance department documents.
- Assists Information Systems Manager in ordering computer equipment and supplies.
- Assists Police Services staff in processing conference registrations.
- Serves on and participates in various employee committees.

#### **Job Scope**

Position is subject to recurring work situations with occasional variations from the norm. It involves a moderate degree of complexity. Incumbent operates from established and well known procedures and operates independently with minimal supervision.

#### **Interpersonal Contacts:**

The Accounting Assistant maintains relationships with others both inside and outside the organization.

## **Specific Job Skills**

### **Knowledge of:**

- City government organization, functions, policies, and rules and regulations;
- State of Washington Budgeting, Accounting and Reporting System (BARS) Manual;
- General accounting functions and practices in accordance with established regulations and standards.
- Accounts payable processes.
- Proficient computer skills including but not limited to Microsoft Office and financial operating software systems.

### **Ability to:**

- Prepare and process a variety of accounts payable records and reports.
- Maintain accurate financial records in accordance with applicable laws and regulations.
- Research system errors or omissions and coordinate corrective action.
- Read, interpret documents, and calculate figures.
- Demonstrate attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Exercise individual initiative and discretion in confidential matters.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to occasional interruptions.
- Meet deadlines.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

### **Mental Activities**

Position requires continuous ability to perform basic math, to write, understand, read, and speak English, teamwork, customer service and interpersonal skills; occasional decision making, independent judgment and/or action, creativity, problem analysis, and use of discretion; and rare advanced math and training/supervising.

### **Physical Activities**

Position requires continuous sitting, talking, hearing, fingering, handling and repetitive motions of hands and wrists; frequent standing, walking, reaching; occasional stooping and bending; and rare kneeling. The position also requires the ability to push, pull, lift and carry ten pounds.

### **Education and/or Experience**

- High school graduation or equivalent required.
- Three years of increasingly responsible accounting clerical experience.
- Additional vocational or college education relating to bookkeeping, accounting, purchasing, office procedures, computer applications, or related subjects is desired.

### **Special Requirements**

- Successful completion of pre-employment background check.

### **Job Conditions**

Work is performed primarily in an office setting. Noise level is moderate.

Adopted 7/07  
Revised 07/11