

Accounting Assistant

POSITION SUMMARY:

Perform a variety of routine basic bookkeeping and accounting duties including reconciling of various data, accepting payments over the counter and through the mail, financial record keeping, performing cashiering services, processing payments and preparing bank deposits; perform various payroll processing duties and respond to customer complaints and inquiries.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level administrative staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Receive, sort and enter payment information into computer system; verify dollar amounts, vendor names and addresses; prepare bank deposit.
2. Perform customer service counter duties including collecting cash, processing payments and responding to complaints and inquiries.
3. Maintain inventory of purchased supplies and inventory distribution transactions.
4. Receive and verify time cards; enter information into the computer.
5. Process various department payrolls; reconcile payroll records, ledgers and various data; maintain sick leave, vacation and compensation.
6. Perform a variety of duties including financial spreadsheets, word processing and verification of data input; maintain files and records retention as required.
7. Assist in posting data to various ledgers, registers, journals, spreadsheets, databases and logs according to established accounting techniques and procedures.
8. Maintain and compute adjustments for assigned accounts; maintain contracts; insure compliance with various programs.
9. Input and retrieve a variety of fiscal and statistical information using a computer terminal; reconcile various data and insure supporting documentation is provided; analyze and troubleshoot inconsistency of data and resolve issues.
10. Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments.
11. Coordinate various travel arrangements as necessary.
12. Answer the telephone; refer calls to appropriate division personnel.
13. Issue permits; receive and process amount due for regulation, licensing and permit fees.
14. May assist in cashiering at Convenience Centers or Scale House.
15. May drive daily for approximately four (4) hours a day.

SUPPLEMENTAL FUNCTIONS:

1. Prepare and process purchase orders for payment; maintain, balance and reconcile account records.
2. Transfer expenditure/revenue figures from the general ledger/journals to spreadsheets for reporting purposes.
3. Attend and participate in a variety of staff meetings.
4. May perform routine dispatching duties as necessary.
5. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by fifteen (15) credit hours of college-level course work in business, general studies or related field, plus two (2) years basic bookkeeping or accounting experience.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).

PREFERRED KNOWLEDGE:

- Basic mathematical principles
- Customer relations techniques
- Operations, services and activities of a customer service program
- Principles and procedures of financial record keeping and posting
- Office practices, procedures and equipment including a computer
- Alphabetical and numerical filing systems
- Bookkeeping and accounting principles and techniques
- General procedures related to accounts payable and receivable

PREFERRED SKILLS AND ABILITY:

- Deal tactfully and courteously with the public in handling complaints
- Operate a variety of office equipment including a typewriter, calculator and a computer
- Perform varied clerical work
- Learn to post amounts to various ledgers and prepare journal entries
- Accurately tabulate, record, and balance assigned transactions
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:**Environmental:**

Office environment, exposure to computer screens.

Physical:

Essential and supplemental functions may require sitting for prolonged periods of time; extensive use of computer keyboard.