



City of Blue Lake

Administrative Accounting Specialist I/II Full Time Permanent Job Description

Wage Range: \$19.77 - \$28.19

FSLA Non-Exempt/Hourly

Position Summary: Under the general direction of the Finance Manager, City Manager, or other designated staff, the Administrative Accounting Specialist I/II will

- 1.) perform a wide variety of progressively responsible technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, water and sewer billing, permit processing, accounts receivable, payroll processing;
- 2.) maintain files and records both in printed and digital form, and
- 3.) perform administrative, clerical, and other related office duties as assigned.

Examples of Duties:

ADMINISTRATIVE ACCOUNTING SPECIALIST I: This is the entry-level position in this position class. Initially, under direct supervision, incumbents perform work in accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation, payroll, front counter and utility billing support activities and administrative duties, including report, letters, and memorandum preparation.

As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and performed under more general supervision. This class is alternately staffed with the Administrative Accounting Specialist II position and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

ADMINISTRATIVE ACCOUNTING SPECIALIST II: This is the journey-level class in the Administrative Accounting Specialist Class. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts receivable and/or accounts payable, payroll, utility billing, business licensing, purchasing, and permitting, in addition to performing a variety of record keeping, reconciliation, front counter activities, and other billing support activities.

PREFERRED QUALIFICATIONS:

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, payroll, accounts receivable, purchasing, and business licensing.
- Utility billing.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques that provide a high level of customer service to public and City staff, in person and over the telephone.

Ability To:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service. Interpret, apply and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions. Establish, maintain, and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer and handheld equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of work.

EDUCATION, EXPERIENCE & LICENSES:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

ADMINISTRATIVE ACCOUNTING SPECIALIST I or II: Equivalent to the completion of the twelfth (12th) grade.

ADMINISTRATIVE ACCOUNTING SPECIALIST I: One year of responsible clerical experience.

ADMINISTRATIVE ACCOUNTING SPECIALIST II: In addition to the above, two (2) years of progressively responsible experience in processing financial documents, maintaining financial or accounting records, or billing and collections, equivalent to that of Accounting Specialist I with the City of Blue Lake.

OTHER REQUIREMENTS:

- Valid California Driver's License with satisfactory driving record
- Must be willing to work nights, days off and overtime as necessary
- Must be willing to travel for training and/or meetings as required
- Must be able to pass a background check

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.