

SENIOR ACCOUNTING ASSISTANT

Approved: June 2025

FLSA: Non-exempt

Unit: SEIU



Definition
Under general direction, performs a variety of routine to moderately complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions. Balances and maintains manual and computerized accounting and financial records. Verifies numerical and/or financial information, receives and documents payments, produces invoices; and performs related duties as assigned.
Supervision received and exercised
Receives general supervision from assigned management and supervisory staff. May provide technical and functional direction over technical and clerical staff, volunteers and temporary staff.
Class characteristics
<p>This is the advanced journey-level class in the Accounting Assistant classification series responsible for performing the full range of clerical accounting tasks in assigned program areas. Responsibilities include regularly working on tasks that are varied and complex, performing a wide variety of accounting tasks, and problem-solving complex issues. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.</p> <p>Positions in the Accounting Assistant class series are flexibly staffed and positions at the Senior level are normally filled by advancement from the II level; progression to the Senior level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the Senior level, and (ii) acquiring the knowledge, skill, and experience necessary to meet the minimum qualifications for the Senior level of the series.</p>
Examples of typical job functions (illustrative only)
<p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none"> • Performs a diverse range of clerical account support duties related to business license payments, invoices, sales tax, payroll, bank reconciliation, bill preparation and check distribution for payables and purchase requisitions; codes invoices and/or deposits with a budget account and cost center; routes invoices for approval. • Performs department-specific clerical accounting duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures. • Provides technical and functional direction over technical and clerical staff; plans, schedules, prioritizes, and assigns work in consultation with assigned supervisor. • Prepares and files returns for 1099 vendors. • Assists in the preparation of the annual ACFR statistical section. • Files the independent contractor report with the state. • Reconciles business license payments with cash register report and bank statements. • Prepares and sends budget to actual reports to departments. • Processes employee payroll. Review and understand payroll reports generated as well as the information available to be extracted from the payroll system. • Reports sales and use tax to the state. • Receives, sorts and organizes a variety of financial documents, including invoices and requisitions; reviews documents received such as requisitions, expense reports, and credit card payment requests for compliance with policy, completeness, accuracy, correct entry, mathematical accuracy, and proper coding. • Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned. • Computes, collects, processes, balances and deposits various fees and payments. • Assists in maintaining a variety of ledgers, registers, and journals according to established accounting policies and procedures; balances or reconciles transactions and data as directed; reconciles the payroll system to the general ledger. • Performs general office support duties. • Assists auditors, customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues

<p>and problems; research issues regarding specific transactions; updates related files and departments on action items.</p> <ul style="list-style-type: none"> • Ensures the full range of time and attendance responsibilities are completed; identifying deadlines; communicating to the departments; ensuring information is added in a timely matter to process payroll. • Identifies and recommend areas for improvement in assigned processes such as reducing time to complete, reducing cost, increasing available information, increasing compliance and participating in the efforts to accomplish these improvements. • Stays current on the status of new and pending regulatory legislation; attends continuing education courses, trainings and seminars as required. • Performs other duties as assigned.
Qualifications
<p>Knowledge of</p> <ul style="list-style-type: none"> • General terminology and practices of financial and account document processing and record-keeping, including accounts receivable and accounts payable. • Business arithmetic techniques. • Record-keeping principles and procedures. • Modern office practices, methods, and computer equipment, English usage, grammar, spelling, vocabulary, and punctuation. • Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. • City and department policies and procedures, accounts, and codes. • Methods and techniques of processing and recording a variety of financial transactions. • Practices and procedures related to fiscal operations of the areas to which assigned. • Basic analytical techniques. <p>Ability to</p> <ul style="list-style-type: none"> • Learn City and department policies and procedures, accounts, and codes. • Learn specialized clerical accounting processes and procedures related to the functional area to which assigned. • Learn to maintain journals and records. • Learn the methods and techniques of processing and recording a variety of financial transactions. • Understand and follow oral and written instructions. • Operate modern office equipment including computer equipment and specialized software programs relevant to work performed. • Use English effectively to communicate in person, over the telephone, and in writing. • Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. • Perform moderately complex and specialized clerical accounting and bookkeeping work with speed and accuracy. • Post and verify data accurately and quickly. • Prepare and maintain a variety of financial journals, records and files. • Review reports and work with the individual accounting systems to extract information needed to reconcile to the general ledger as well as prepare a variety of reports. • Independently organize work, set priorities, meet critical deadlines and follow up on assignments. • Serve as a subject matter expert in the assigned area, providing guidance and support to team members. • Adequately provide customer service to internal and external customers. • Apply data analysis techniques to scenarios and recommend appropriate alternatives.
Education and experience
<p>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:</p> <ul style="list-style-type: none"> • Equivalent to the completion of the twelfth (12th) grade. • Three years of experience in clerical accounting work or two years of experience as an Accounting Assistant II at the City of Menlo Park.
Licenses and certifications
<ul style="list-style-type: none"> • None

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 up to 25 pounds.

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.