

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Accounting Assistant I - CR
Supervisor: Senior Accountant - AR	Department: Finance
Wage Grade: 6	Full Time/Part Time: Regular Full Time
Probationary Period: 6 months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By:	
Reviewed By: <i>[Signature]</i> 1/12/06	
HR Approval: <i>[Signature]</i> 1/12/06	

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, and successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **01-2006**

What is the overall purpose and objective of this position (why does this position exist)? **Receipt monies for utilities, ports, accounts receivable, taxes, licenses and miscellaneous in an accurate and timely manner. Customer service for utilities, ports and accounts receivable through telephone and personal contract with the customers. Assist accounts receivable with billing duties.**

Explain the level of supervision received: **Receives direct supervision from Senior Accountant – AR.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Receipt monies – copy, code and enter payments of checks, money order, cash and/or credit cards. Edit and balance daily cash receipt registers for bank deposits. Post receipts to accounting system.**
2. **Assist with customer service researching and answering customer questions regarding utility, ports and miscellaneous billing and payments.**
3. **Assist the two accounts receivable accounting assistant II positions (utility and accounts receivable) with general job duties as needed.**
4. **Maintain and balance daily credit card receipts. Reconcile monthly credit card statement and prepare monthly journal entry.**
5. **Other related duties as assigned.**

Does this position have access to confidential information? Yes **X** No
If yes, please provide detail. **Applications for City utility services, customer payment and billing records, and tax records (sales, bed tax, and raw fish).**

Does this position have access to or handle City funds? Yes **X** No If yes, please provide detail. **All City monies are processed through this position – approximately \$30 million a year. Accounting duties require receipt and reconciliation of monies on a daily basis.**

Is it important to this position that the employee be able to communicate fluently in English? Yes **X** No If yes, please explain. **Personal and telephone contact, on a daily basis, with public explaining billing record and payment history.**

What are the minimum qualifications necessary for this position?
Education and Experience:

- High school diploma or GED
- One (1) year of office experience.
- Experience in receipting and balancing monies.
- Valid Alaska Drivers License.
- Other combinations of education or experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- **Two years experience preferably in bookkeeping or accounting.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.**
- **Ability to maintain professionalism under pressure, to coordinate simultaneous tasks and projects, and to meet multiple deadlines.**
- **Basic knowledge of bookkeeping terminology and practices, office procedures, general record keeping and filing systems.**
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List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Ten key by touch**
- **Knowledge of computerized accounting.**
- **Knowledge of office practices, procedures, and general office equipment.**
- **Must be proficient in a Windows environment, including Microsoft Word and Excel.**
- **Familiarity with multi-line phone system.**
- **Knowledge of basic math.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position which make these factors important:

This position responds to a variety of questions, routine and non-routine requests

and demands from customers. Must be able to communicate information in an effective and professional manner. In addition this position is responsible for accurately coding checks, performing accounting duties, and must possess proficient computer skills.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment this position will be required to successfully complete a drug test prior to beginning work. A valid Alaska driver's license is required.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes___ No **X** If yes, please explain: **Working conditions are consistent with normal office environment.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

a. Standing	X	10% of time
Walking	X	5% of time
Sitting	X	85% of time

Making copies

Data entry

b. Lifting	X	40 lbs.
Carrying	X	40 lbs.
Pushing	o	lbs.
Pulling	o	lbs.

Carry box of paper/records

2. Climbing **X**

Climb on front counter to close security gate.

Balancing **o**

3. Reaching **X**
Handling **X**

**Remove boxes/binders from shelves
boxes of records/paper**

4. Stooping	X	Filing, retrieving boxes of records.
Kneeling	X	
Crouching	o	
Crawling	o	
5. Speaking	X	Daily telephone & personal
Hearing	X	contact with public
6. Seeing	X	Reading receipts and computer
Depth Perception	o	screen
Color Vision	X	

HISTORY SUMMARY

- 5-2002 Included "All certifications and licenses must remain current for the duration of employment." language. Probationary period included on page 1. Changed standing and sitting percentages under physical demands. Included "Selection Process" on page 1.
- 02-2004 Changed signature blocks on first page. Put JD in current format.
- 01-2006 Management review, updated language for clarity.