



ACCOUNTING ASSISTANT 2

Department: Multiple
Job Class #: 150700
Pay Range: General 15

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is fiscal support work in the accounting field for various Pierce County Departments. An employee in this classification is responsible for budget and accounting support work requiring broad knowledge of accounting principles and practices. Work typically includes the auditing of payment vouchers and expense claims for expenses for accuracy and compliance with state, federal and county statutes; the balancing, batching, and inputting of vouchers for financial system processing; setting up and monitoring receivable and/or expenditure accounts; making vendor and county department inquiries; assisting with the preparation of financial data for grant applications; setting up accounts receivable and maintaining a database for an inter-agency billing system; performing payroll auditing functions; extensive contact with the public; providing customer service; resolving customer problems and answering inquiries; and other related activities. Work is reviewed periodically by an administrative superior for accuracy and conformance to established policies and procedures.

ESSENTIAL FUNCTIONS

Reconciles supporting documents to County records using warrant listing, payroll expenditure reports, monthly revenue/expenditure transfers, and cash receipts according to general accounting practices.

Verifies warrant listings or checks to correct Purchase Orders or court order which includes verifying amounts, account codes and vendors. Mails issued remittance to recipients.

Audits payment vouchers and employee claim for expenses for accuracy and compliance with state and county statutes.

Batches vouchers, checks and/or cash for data entry and financial system processing.

Analyzes financial system transaction rejects and makes necessary corrections.

Analyzes expenditures, prepares calculations, and verifies accuracy of Washington State BARS account code distribution.

Monitors expenditures to insure contracts are not over expended.

Develops weekly issue control totals for balancing vouchers processed.

Processes documents to void or cancel claim warrants or financial receipting transactions and reassigns receipts to appropriate accounts.

Reviews issued claim warrants for accuracy, assigns warrant numbers on vouchers files and/or mails warrants to vendors.

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Prepares documents to correct entries in financial system (TC90).

Files vouchers and distributes financial reports to appropriate districts, departments or agencies.

Posts accounts receivable to correct programs or court cases in cash books or automated accounting systems.

Monitors, develops, and audits provider contracts and billings.

Audits time cards or computer time input for accuracy and compliance with state, federal and county statutes and union contracts.

Processes garnishments/levies; tracks and makes payments for medical, dental and life insurance benefits; audits and prepares retirement transmittals.

Using State runs and County warrant listings/reports, reconciles expenditures so not to over/underspend the budget.

Reviews and prepares program files, payroll files, expenditures and income files for annual audits according to general accounting practices.

Submits time cards or input time to County payroll according to County procedures.

Assists in preparing reimbursements to grantors according to specifications.

Uses spreadsheet software to analyze data resulting from fiscal information input into computer.

Prepares/processes budget transfers.

Develops and analyzes data related to financial information (payroll, expenditure, revenue).

Computes and processes billings in accordance with established procedures; checks balances, corrects errors and adjusts the data base as necessary to assure accuracy.

Performs complex and technical clerical duties in assisting customers by telephone and in person concerning billings, collections, delinquent accounts, procedures and regulations.

OTHER JOB FUNCTIONS

Maintains fixed asset inventory for multiple grants and/or contracts as requested by grantor(s).

Assists County budget preparation for the agency, forecasting and developing cost estimates.

Assists in the preparation of cost analysis for grants and contracts, following their requirements for a variety of time frames.

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Authorizes issuance of checks or warrants in accordance with established accounts receivable and assigns control numbers to issued items. Classifies and receipts cash and check payments; reconciles daily financial transactions; back up daily and weekly financial transaction data. Prepares daily bank deposits. Posts monetary judgment awards and tax warrant assessments to state computer systems. Provides financial data on request to state agencies. Interacts with financial institutions to open or close court ordered trust accounts.

Posts accounts receivable to correct cases and makes appropriate; documents adjustments when required.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of double-entry bookkeeping.

Considerable knowledge of payroll principles and practices relating to automated payroll systems.

Considerable knowledge of purchasing principles and practices relating to automated purchasing systems.

Considerable knowledge of the principles, functions and inter-relationships of various systems within the judicial branch of government.

Knowledge of general accounting systems.

Knowledge of the basic methods and techniques of governmental accounting, including knowledge of the Washington State BARS System and grant-fund accounting.

Knowledge of basic principles and practices of customer services.

Skill in the use of spreadsheet software and computers.

Skill in telephone techniques and etiquette.

Ability to work independently.

Ability to analyze difficult budgetary situations and propose solutions.

Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements.

Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments of the position.

Ability to make arithmetical computations quickly and accurately.

Ability to establish and maintain effective working relations with co-workers, public and private officials, and the general public.

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Ability to maintain composure and relate effectively to irate or emotional customers.
Ability to operate office equipment associated with the position.

Ability to express ideas and convey information effectively in written and oral communication.

Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

Two or more years of progressively responsible bookkeeping, accounting, auditing or closely-related work experience, or substituting on a month-for-month basis, successful completion of course work in bookkeeping, accounting or closely-related subjects relevant to the requirements of the position for a maximum of one year experience requirement. Previous customer services experience desirable.