



## ACCOUNTING ASSISTANT 3

**Department:** Multiple  
**Job Class #:** 484300  
**Pay Range:** General 23

**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 responsible and varied complex technical accounting work associated with the operation of double-entry financial and accounting systems.

**SERIES CONCEPT:** The Accounting Assistant 3 is the third level of the para-professional/technical Accounting Assistant series and is expected to perform the most complex technical accounting work. Employees are expected to function with considerable independence and have latitude in procedures. Positions of this class are normally responsible for the operation of a small fiscal record-keeping unit which typically consists of four to ten staff. The Accounting Assistant 3 differs from the Accounting Assistant 4 in that it is not required to supervise other employees.

### **ESSENTIAL FUNCTIONS:**

- Maintain, control, and oversee the maintenance of general or subsidiary ledgers, balancing operations, pre-auditing functions, and various other accounting and clerical function; maintenance of activities such as receivables, payables, billings, payroll, purchasing, and related functions; review laws and procedures relevant to grant applications and operations; and perform site monitoring of subcontractor fiscal reports.
- Direct the processing of key personnel documents and payroll time records for County personnel; analyze computer reporting and verifies accuracy of data and program effects; edit computer reports until final computer run is authorized.
- Coordinate payroll processing from departments ensuring compliance and compatibility with County code, budget authorization, and payroll system; prepare procedural documentation for internal and external payroll processing.
- Maintain, control, and supervise the preparation of financial reports; prepare financial analysis of expenditures, operations, and related areas; conduct close-out procedures at termination of grants.
- Perform and maintain a variety of financial transactions and records associated with the receipts and disbursement of funds.
- Direct and participate in the workflow of the office to meet deadlines; coordinate scheduling with data processing to ensure timely reporting; ensure compliance with established policies and procedures; review and approve financial and statistical reports developed within the unit; and assign work to other fiscal support staff.
- Review operating budgets periodically to analyze trends affecting budget needs. Review expenditures to ensure compliance with budget plan.
- Oversee the proper accounting of and department compliance with budget, billing, and fiscal regulations of state and federal grants; work with subcontractors to ensure compliance with laws and regulations, formulation of budget billing and fiscal procedures and accounting for grant appropriations.
- Use automated software systems to analyze data and complete appropriate functions.

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- May provide guidance and supervision for other office employees.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

#### **OTHER JOB FUNCTIONS:**

- Assist in the formulation and presentation of budgets for controlling funds to implement program objectives of a department.
- Assist in development and installation of new accounting systems, or of modifications to existing systems; identify requirements and ensures that professional accounting standards are maintained.
- Aid in defining detail requirements to obtain desired automated payroll system output for new applications.
- May perform complex and technical duties in assisting customers by telephone and in person concerning billings, collections, delinquent accounts, procedures and regulations.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision and is reviewed by an administrative superior through periodical conferences, reports, and evaluation of adequacy and accuracy of resulting records, reports, and functions. This position may provide guidance, oversight, and supervision of other employees.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Accounting Assistant 3 typically works in an office environment on a daily basis; positions in the Sheriff Department may work within the confined area of a maximum security correctional facility and work may involve exposure to the inmate population. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Principles and practices of double-entry bookkeeping, and of accounting principles, theories, concepts, and terms.
- Basic practices and principles of customer service to include telephone techniques and etiquette.
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- Methods and techniques of governmental accounting, including knowledge of the Washington State BARS system.

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- General office practices, procedures and principles and practices relating to electronic data processing and system design.
- Federal, state, and local laws, regulations, and guidelines pertaining to the processing of personnel and payroll related work.

#### **Skill in:**

- Use of software, spreadsheets software and computer s at the proficient level.

#### **Ability to:**

- Evaluate and make recommendations concerning the upgrading of payroll procedures and systems.
- Maintain composure and relate effectively to irate or emotional customers.
- Plan and direct special payroll related assignments, and to plan and oversee the activities of other employees.
- Classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements.
- Establish and maintain effective working relations with department staff, other employees, administrators, and the general public.
- Understand and execute effectively written and verbal instructions, and to apply available guidelines to varied situations.
- Operate office equipment associated with the duties of the position at an occupational level.
- Plan, assign and coordinate work of other co-workers.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, education, and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions.

**MINIMUM REQUIREMENTS TO APPLY:** Three years of progressively responsible bookkeeping, accounting, auditing or closely related work experience; or equivalent course work in bookkeeping, accounting, or closely related subjects relevant to the requirements of the position for a maximum of one year of the experience requirement; or any combination of experience/education which would clearly indicate the ability to perform the duties of the position. Previous customer services experience desirable.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State Driver's license may be required when travel is required of the position.