

**CITY OF TAFT  
ACCOUNTING ASSISTANT**

**GENERAL PURPOSE**

Performs technical, complex and specialized accounting functions.

**SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director.

**SUPERVISION EXERCISED**

None generally. May supervise part-time or temporary staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assist the Finance Director in maintaining and reviewing, analyzing and verifying the accuracy and completeness of accounting and financial records. Maintains accounting and financial and statistical records and prepares periodic or special reports.

Assist in maintaining the City's fixed asset ledger. Process additions and deletions to City inventories and maintain systematic identification controls.

Performs a variety of general officer support duties such as typing, proofreading and filing. Performs other or related duties as assigned.

**PERIPHERAL DUTIES**

Provides support to other department staff as required.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

May serve as a back-up to related accounting positions.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

(A) High School diploma or GED equivalent with specialized course work in accounting, data processing, general office practices. Graduation from college with a major in accounting including at least 24 units of accounting or completion of an equivalent advanced accounting curriculum; or any equivalent combination of training and experience.

(B) Three (3) years of increasingly responsible related experience.

(C) Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

**Necessary Knowledge, Skills and Abilities:**

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

(B) Skill in operating listed tools and equipment.

(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

(D) Knowledge of accounting principles and procedures; knowledge of governmental accounting and budgeting.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; central financial computer system; 10-key calculator, telephone, copy machine, fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

**SELECTION GUIDELINES**

City of Taft application is required, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.