**JOB DESCRIPTION**

Coachella Valley Water District 
Date: June 2006

**TITLE:** Senior Accounting Assistant  
**SECTION:** Accounting

**DEPARTMENT:** Finance

**REPORTING RELATIONSHIP:**

Reports to: Accounting Manager

Supervises the following positions: Not Applicable

**DEFINITION:** This is the second level in a three level Finance series. Incumbents conduct skilled accounting operations requiring analysis and problem solving such as processing bi-weekly payroll, credit card payments, and expense and medical claims. Duties may include summary billings, managing delinquencies, reconciling payments with closed accounts and on/off status, noticing customers and/or departments, preparing summary journals, preparing weekly and/or month-end balances, and managing the department supply inventory. Incumbents may correspond with school districts regarding the calculation of sewer charges. Incumbents may perform Accounting Assistant duties as necessary.

**ESSENTIAL FUNCTIONS:**

1. Receives, processes, and/or prepares a variety of receipts, invoices, statements, payments, fees, and/or other related information, which may include: preparing daily equipment tickets, coding data, processing payroll transactions and changes, creating new vendor numbers, ensuring appropriate approvals, handling returned checks, running reports, filing paperwork, and performing other related duties.

2. Creates, reviews, interprets, and maintains a variety of records, systems, and/or logs in assigned area of responsibility; enters information to applicable database(s) and/or spreadsheets; determines appropriate tracking methods to ensure accuracy of data and information. May calculate depreciation.

3. Processes transactions; prepares related reports and lists; researches and resolves discrepancies; prepares and records journal and/or adjusting entries; reconciles general ledger accounts.

4. Assists customers and employees with requests for information over the phone and in person; researches and resolves customer discrepancies.

5. Maintains a variety of records and files.

6. Monitors, reconciles, and audits financial information in assigned area(s). Reconciles accounts, balances activity statements, and/or researches financial discrepancies.

7. Performs other duties of a similar nature or level.
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MINIMUM QUALIFICATIONS:
License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Five years of directly related experience requiring basic computer skills in word processing and spreadsheet programs, and including data entry, and use of a 10-key calculator by touch; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of: - Applicable principles, methods, and practices in area of assignment;
- Customer service principles;
- Mathematical concepts;
- Principles and practices of bookkeeping;
- Office procedures, methods, and equipment
- Automated accounting software packages;
- Basic accounting principles;
- Data entry techniques;
- Mathematical principles;
- Customer service principles.

Abilities: - Use a computer and applicable software applications;
- Provide customer service;
- Apply applicable Federal, State, and/or local laws, rules, and regulations;
- Perform mathematical calculations;
- Maintain records;
- Audit and/or reconcile financial records and information;
- Perform data entry;
- Perform mathematical calculations;
- Operate standard office equipment;
- Tabulate, record, and balance transactions;
- Research account discrepancies;
- Handle multiple tasks simultaneously;
- Prepare reports;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education: College coursework in accounting or related field required. College degree in accounting or related field preferred.

PHYSICAL REQUIREMENTS:
1. Sits for prolonged periods of time.
2. Operates a computer workstation and a ten-key calculator.

Driving: Light

See Human Resources for physical assessment form.